# THE

# BIHAR RECORDS MANUAL

## 1960

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पटना

## PREFACE.

This is a revised edition of the Bihar Records Manual, 1951 and may be cited as "The Bihar Records Manual, 1960".

2. References to various Manuals, Codes, etc., given in the rules and Appendices have been thoroughly revised and brought up-to-date.

3. Errors and omissions in the Manual should be brought to the notice of the Board.

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*Secretary,*
*Board of Revenue, Bihar.*

*The* PATNA ;

राजाय पाठ्य पुस्तक पटना

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# THE BIHAR RECORDS MANUAL, 1960.

## ACT No. V OF 1917.

### The Destruction of Records Act, 1917.

(*Received the assent of the Governor-General on the 28th February* 1917.)

An Act to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers.

Whereas it is expedient to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers, it is hereby enacted as follows :—

**1. Short title.**—This Act may be called the Destruction of Records Act, 1917.

**2.** [†] * * * * *

* * * * *

**3. Power to certain authorities to make rules for disposal of documents.**—(1) The authorities hereinafter specified may, from time to time, make rules for the disposal, by destruction or otherwise

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[†]Omitted by the Government of India (Adaptation of Indian Laws) Order, 1937, *vide the Bihar Gazette*, dated the 28th April 1937, part III, pages 261 and 318.

(A) The expression "Chief Controlling Revenue Authority" has been defined in the same Order by insertion of clause 9-A of section 3 of the General Clauses Act, 1897 (X of 1897), as follows :—

"Chief Controlling Revenue Authority" or "Chief Revenue Authority" shall mean—

(a) in States where there is a Board of Revenue, that Board ;
(b) in States where there is a Revenue Commissioner, that Commissioner ;
(c) in the Punjab, the Financial Commissioner ; and
(d) elsewhere, such authority as, in relation to matters enumerated in List I in the Seventh Schedule to the Government of India Act, 1935, the Central Government and in relation to other matters, the State[4] Government, may by notification in the Official Gazette appoint (*vide the Bihar Gazette*, dated the 28th April 1937, part III, page 296).

(B) The expression "High Court" has been defined in clause 24 of section 3 of the General Clauses Act, 1897 (X of 1897), as follows :—

"High Court" used with reference to civil proceedings, shall mean the highest Civil Court of appeal (not including the Federal Court) in the part of British India in which the Act or Regulation containing the expression operates."

[4] Substituted by A. O. 1950 for "Provincial".

of such documents as are, in the opinion of the authority making the rules, not of sufficient public value to justify their preservation.

(2) The authorities shall be—

(a) in the case of documents in the possession or custody of a High Court or of the Courts of Civil or Criminal jurisdiction subordinate thereto,—the High Court;

(b) in the case of documents in the possession or custody of Revenue Courts and officers,—the Chief Controlling Revenue Authority; and

(c) in the case of documents in the possession or custody of any other public officer,—

(i) if the documents relate to purposes of a State, the State Government or any officer specially authorised in that behalf by that Government;

(ii) in any other case, the Central Government or an officer specially authorised in that behalf by that Government.

(3) Rules made under this section by any High Court or by a Chief Controlling Revenue Authority or by an officer specially authorised in that behalf by any State Government shall be subject to the previous approval of the State Government; and rules made by an officer specially authorised in that behalf by the Central Government shall be subject to the previous approval of the Central Government.

NOTE.—Under sub-section (1) of section 124 of the Government of India Act, 1935, the Government of India has entrusted to State Governments with their consent, all the functions of the Central Government under this section (section 3 of the Destruction of Records Act, 1917) in relation to documents or papers relating to subjects which are administered by the State Governments and/or their officers as agents or the Central Government. The Government of Bihar declared that the usual rules regulating the disposal of papers relating to the State subject will apply *mutatis mutandis* to these documents and papers.

**4. Validation of former rules for disposal of documents.**—All rules and orders directing or authorizing the destruction or other disposal of documents in the possession or custody of any public officer, heretofore made by a State Government, or with the approval of the State Government by any authority not empowered to make such rules under the Destruction of Records Act, 1879 (III of 1879), shall be deemed to have had the force of law from the date on which they were made, and all such rules and orders now in force shall continue to have the force of law until they are superseded by rules under this Act.

NOTE.—Only one rule was made under section 4 of the old Act III of 1879, which is reproduced in rule 227 of this Manual.

**5. Saving of certain documents.**——Nothing in this Act shall be deemed to authorize the destruction of any document which, under the provisions of any law for the time being in force, is to be kept and maintained.

**6. Repeals.**—The enactments mentioned in the Schedule are hereby repealed to the extent specified in the fourth column thereof.

# THE SCHEDULE.

## REPEAL OF ENACTMENTS.

[*See* section 6.]

| Year. | Number. | Short title. | Extent of repeal. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1879 .. | III .. | The Destruction of Records Act, 1879. | The whole. |
| 1908 .. | XVI .. | The Indian Registration Act, 1908. | The words "and also for the destruction of such books, papers and documents as need no longer be kept" clause (a) of sub-section (1) of section 69. |
| 1913 .. | II .. | The Official Trustees Act, 1913. | Clause (ee) of sub-section (2) of section 30. |
| 1913 .. | III .. | The Administrator-General's Act, 1913. | Clause (*ff*) of sub-section (2) of section 50. |

पटना

## PREAMBLE.

NOTE 1.—**Rules of the Records Manual apply to all offices subordinate to the Board.**—The instructions contained in this Manual apply primarily to the offices of Collectors and their subordinates, but they should be followed, as far as possible, in all offices subordinate to the Board, including those appertaining to the Excise, Salt, Customs, &c., Departments, any material deviation therefrom being reported for the orders of the Board.

NOTE 2.—**Charge of record-room and copying department.**—The record-room at district headquarters will be under the charge of a Deputy Collector who will be called the record-room Deputy Collector; but in special cases it or the copying section of it may be placed in charge of a Sub-Deputy Collector. Whenever this is done, the term Deputy Collector in the Manual should be held to signify also Sub-Deputy Collector. The Deputy Collector or the Sub-Deputy Collector in charge will be held responsible for the proper working of the record-room and the copying department in accordance with the rules of the Records Manual. In addition to the daily supervision of the record-room and staff he will each half-year make a thorough inspection. A note-book will be kept in the record-room in which all important orders will be entered. The six-monthly inspection notes will be kept in a separate inspection register. In both the English and the vernacular record-rooms should be hung up a list, to be kept up-to-date showing who have been in charge, as Deputy Collector and Record-keeper of the record-room, and the duration of their charge.

# THE BIHAR RECORDS MANUAL, 1960.

## CHAPTER I.—English Records.

(A) RULES RELATING TO CURRENT ENGLISH CORRESPONDENCE IN OFFICES SUBORDINATE TO THE BOARD, WHERE THE FLAT FILE SYSTEM AND STANDARD FORMS FOR CORRESPONDENCE HAVE BEEN INTRODUCED.

1. The system detailed in the following rules provides for classifying, registering, and keeping the correspondence of an office—

*Firstly*, by departments ;

*Secondly*, within each department, by "collections" of papers, each collection having its consecutive number and distinctive title ;

*Thirdly*, within each "collection" by "files," each file having its consecutive number within the collection, and its "subject" clearly designated.

The papers within each file should ordinarily be of foolscap size and of good quality. Where they are not of this size, they should be folded to fit into the same space, if larger than foolscap size : if smaller, they should be pasted on to a sheet of foolscap.

2. **Files.**—A single file consists of every letter received and every draft of a letter or memorandum issued in the course of a consecutive correspondence on one subject. Each paper is to be placed flatly in chronological order, i. e., the first letter issued or received at the bottom, the next above it, and so on, the letter of latest date being at the top.

3. **Serial number.**—(1) Each letter will have assigned to it a consecutive number within the file to which it belongs, called the *serial number*.

(2) Every document of the nature referred to in rule 227 received with a letter will have assigned to it a sub-number. For example, if the letter is numbered 12, the private document or exhibit received with it will bear the number 12(*a*). If more documents than one are received with a letter, sub-numbers 12(*a*), 12(*b*), 12(*c*), etc., will be given to them.

4. **Keep-withs.**—With each letter or draft should be kept any enclosures of the letter, i. e., papers which are sent with the letter and are intended to be read as part of the letter and kept with it, and any office notes which passed with regard to it; these are technically called "keep-withs," and except as provided in rule

3(2), do not bear separate serial numbers as part of the correspondence. These papers will be stitched together with cotton in the upper left hand corner and will form one unit under one serial number in the file.

**5. Collections.**—A "collection" is an aggregate of the files, the subjects of which fall under some general classification and which are tied up together and kept together on the racks for the sake of convenience and for economy of space. For instance, the English correspondence regarding the settlement of one ordinary estate will constitute a file; a number of such files will be kept together in one collection, of which the title would be "Settlements"; so also there may be a collection entitled "Wards' Estates," another "Embankments," and so on; each such collection would consist of so many separate files, each file containing correspondence relating to one ward's estate, or to some one distinct question relating to one ward's estate, or to one embankment. It is convenient, in starting this system, that the Collector or Subdivisional Officer should from his general knowledge of the business of the office, sketch out a list of collection titles, which suggest themselves to him under each department. But the number of collections and their titles must not be rigidly fixed; they may be freely added to in the course of the year, as found convenient. For instance, although one collection would be entitled "Wards' Estates" within which all files regarding wards' estates would ordinarily fall, yet in any district in which one or more very large estates entailing much correspondence happened to be under the court, it would be convenient to have a separate collection for each of such estates, within which the correspondence on each different question might form a separate file.

**6. Miscellaneous collection.**—Many letters received in, or issuing from, collectorate and subdivisional officers are of very transient interest, or are such that the correspondence begins and ends with one letter and its reply. The classification of such letters and the sorting of them into files and collections will not be worth the trouble it would entail, nor is it necessary. In each department should be opened a "Miscellaneous collection," within which all such letters may be placed chronologically without reference to subjects, in a separate miscellaneous file.

**7. Departments.**—The correspondence of a Collector's office may be divided into the following departments, and as many others as may be found convenient :—

I.—General Department.

II.—Account and Treasury Department.

III.—Excise Department.

**8. Registers.** The strength of the system will depend [illegible] of the letters received and issued [illegible] and be [illegible] A Z [illegible]

I.—Register of letters received. (No. 60.)

II.—Register of letters issued. (No. 61.)

III. Index Register of [illegible] correspondence. (No. 62)

The forms of these registers are [illegible] in Appendix A.

Note 1.—[illegible] two volumes. In [illegible] letters [illegible]

Note 2.—[illegible] will also be [illegible] pages of [illegible] the Receipt and the Issue Registers in the Form (Form 1 A) given [illegible] Index of the two registers will be made [illegible] volume II of the Receipt and Issue Registers."

**9. Divisions of registers into departments.** [illegible] Department [illegible] and its own series of numbers.

**10. Loose sheets of register, forms or bound volumes to be used.** [illegible] Where the [illegible] pages [illegible] size. On the back of each [illegible] shall be [illegible] the [illegible]

**11. Subdivision of registers of each department.** In large offices [illegible] each department, [illegible] correspondence is carried on may have his own registers and series of numbers, but this will rarely be necessary.

**12. Index Register no. 62.** The Index Register will be divided into [illegible] sections. The subjects of existing files are first entered with their new serial number and major subject in the [illegible] entering [illegible] as [illegible] The amount of space so allotted will depend on the probable number of new files but should never be less than half a page for each [illegible] The arrangement of records of current correspondence in the files or in the annals of the [illegible] should be in [illegible] corresponding with the [illegible] in the register. Within the [illegible] the files should be kept according to [illegible] or [illegible]

(B) TREATMENT OF FRESH LETTERS RECEIVED

**13. Procedure to be followed on opening letters.** All [illegible] received will be opened by the Collector or [illegible] [illegible] Rules [illegible] Those [illegible] Register [illegible] important correspondence [illegible] with the [illegible] 34 A. [illegible] [illegible] [illegible]

15. The following forms of docket stamps should be used:

| Left-hand docket stamp. | Right-hand docket stamp. |
| --- | --- |
| [illegible] | Entry or register No. |
| [illegible] | Department |
| Name of place | branch. |
| Spare [illegible] | [illegible] No. |
| [illegible] | Number and year of file |
| Reg[illegible] | Serial No. on file |
| N[illegible] | Number and date of [illegible] |

16. If [illegible] made in the Index Register.

17. **Procedure for putting up letters.** If [illegible] will [illegible] shall [illegible] letter [illegible] fresh [illegible] the [illegible] write to [illegible] If, [illegible] will [illegible] When [illegible]

[illegible] separately.

18 [illegible] practice of the office may be.

19 Notes and Orders. [illegible] on foolscap attached to the letter.

20 Note and order-sheets. In [illegible] on files dealing with important matters.

21. Reminders.—[illegible] papers

22 Treatment of acknowledgment [illegible] to be treated as "C" class papers.

(C) TREATMENT OF REPLIES ISSUED.

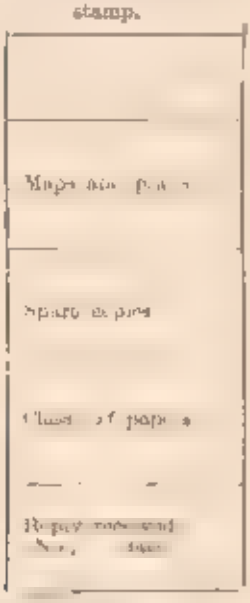
23 Issue of letters [illegible] Index Register [illegible] the five copies for issue to the first presentation of [illegible] for signature. In case for copy of a letter the date of the draft [illegible] signature this will enable the Clerk to check delay in the Copying Department.

24. Enter the issuing letter in Register no. 61 of letters issued filing in columns 1 to 4 and entering the reminder if required in columns 5 and 6.

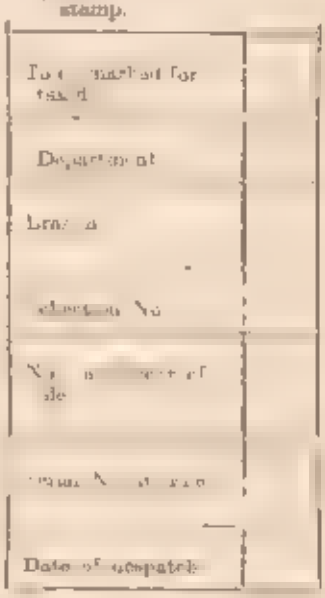
25. Enter the register number and the letter and give the number of the collection and file to which the letter belongs on the draft which is to remain in the office file

26. Affix the [illegible] docket stamps as given below [illegible] the left [illegible] the right [illegible] and then make the necessary entries thereon :—

Left-hand docket stamp.




Right-hand docket stamp.




27. [illegible] received, *vide* rule 17.

28. In the fair copy fill in the number of the letter as [illegible] 707, R S/XII 3 19 which means letter no. 707 in the register no. 61 of the Settlement branch of the Revenue Department. Collection no. XII, file no. 3, serial no. 19).

29. Date and despatch the fair copy.

30. Write the actual date of [illegible] on the draft [illegible] of the letter and place it in the proper place at the top of the file.

31. Fill up columns 9 and 10 [illegible] and date of reply) in the "Register of letters received" opposite the letter, if any, to which the outgoing letter relates.

32. The above operation having been completed the clerk* in charge of the record will enter the newly issued letter on the fly leaf and return the file to its proper place in the collection to which it belongs.

* Referred [illegible] current [illegible].

**33. Entry of subject of letter.** [illegible] subject".

**34. Number of typewritten copies to be prepared.** [illegible] scrutiny and orders.

**Form of monthly pending list.**

Serial no. of $\frac{\text{Receipt}}{\text{Issue}}$ Register, volume I/II

Subject .

Date of Receipt or Issue

| Present stage. | Orders |
|---|---|
| 1 | 2 |

## (D) REMINDERS.

35. [illegible] docket stamps.

36. [illegible] daily issuing the reminders

37. [illegible] cribed for the purpose

38. [illegible] 35, the first reminder should [illegible] 14 days. If no reply is received within [illegible] submitted to the clerk in charge of Register no. 6 to the head assistant of the department or branch for his orders and the latter will [illegible] necessary to see the officer in charge. In all cases however it should be distinctly understood that notwithstanding the absence of a special order reminders should be issued at earlier periods when the clerk in charge of Register no. 6 can see from the subject of the letter or judge from known circumstances that an early reply is desirable. In such cases he should take the orders of the head assistant of the department or branch and this should usually be done at the time when he enters the letter in the Register.

39. In issuing a reminder care should be taken that the subject matter of the letter to which it refers and of the enquiry to which the reply is wanted is invariably given in a clear but concise way in order that the officer who receives the dak may at once know what is wanted without referring to the office. This rule applies to all reminders of every kind

[illegible]

will be responsible for the issue of the reminders

41. [illegible] 5 and 6.

42. [illegible] *all* reminders

43. [illegible] illustrated thus :—

> "A. No. , dated the 1st April 1909" for (first reminder).
>
> "B. No. , dated the 15th April 1909" (for second reminder)
>
> [illegible] (for special or demi-official reminder)
>
> [illegible]

44. [illegible] "special order" letters referred to in rule 40.

## (E) Forward Diary

45. [illegible] prescribed register.

46. [illegible] Forward Diary

[illegible]

[illegible] months.

[illegible] the date against the page should be noted.

(e) All [illegible] next to be taken up.

(f) [illegible] rule 42.)

47. [illegible] the number of cases is very small.

[illegible]

48. Confidential Communications.—[illegible] confidential communications may pass.

49. [illegible] of his name.

50. [illegible] the most [illegible]

(Bengal Government no. 875-P dated the 16th March 1905.)

**51.** Confidential papers should not pass through the office in the usual course. Only the head of the office and one or two trustworthy clerks whose names are to be notified should deal with them. They should pass from hand to hand and should either be delivered personally or be kept in sealed covers.

**52.** Confidential papers should be classified as follows:—

(a) Papers (mostly printed) which are confidential in a more or more or less formal sense, such as weekly reports, [illegible] papers, confidential circulars issued by various departments, [illegible] annual reports [illegible] Political Department.

(b) Character statements of subordinate officers.

Papers which are confidential [illegible] of discussion and not after a decision has been arrived at.

(c) Papers [illegible] such as weekly [illegible] and the [illegible] of [illegible] with [illegible] direct.

**53.** Papers falling under heads (a) and (b) should be kept in the office iron box or almirah [illegible] Controller [illegible] of which should remain with the Personal Assistant [illegible] or with the head assistant [illegible] other [illegible] necessary [illegible] should be [illegible] a special register [illegible] of receipt [illegible] the [illegible] subject [illegible] Where [illegible] of correspondence to [illegible] the box office should be [illegible] the box or almirah in his presence.

**54.** Papers [illegible] should be [illegible] the iron box or [illegible] the [illegible] of the office. When [illegible] them over to his successor.

---

[illegible]

55. [illegible]

56. [illegible]

57. [illegible]

*N.B.* The head of the office to these rules is the officer who makes appointment to the office, [illegible] a Commissioner, Collector, District Judge, Head of a Department, Secretary to the Board of Revenue, etc., [illegible] the case may be.

[illegible]

RECENT ENGLISH CORRESPONDENCE

58. **Current correspondence** [illegible]

59. **Shelves to be divided into compartments** [illegible] department, and should be labelled accordingly.

60. [illegible] except when it is in actual use.

61. Fly-leaf [illegible]

2. Fly-leaf to be permanently kept.— [illegible] been destroyed.

[illegible] file

64. Removal slip.—[illegible] no. 24, Appendix B.

[illegible]. Treatment of removal slip note. [illegible] when the register or bound volume is returned

[illegible] 3 Clerks are not allowed to keep masses of pending files on their table.—[illegible]

[illegible] 7 Treatment of current correspondence after the close of year [illegible] year just ended must be gone through and examined

[illegible] 8 [illegible]

[illegible] 9 Printed slip for pending files Form no 29 — [illegible]

[illegible]

has been transferred to and has become File no. [illegible] of [illegible] of the year [illegible] Note of [illegible] of the Index Register [illegible] the new year [illegible] the record [illegible] number [illegible] year.

70. The files will be treated in every respect as files of the [illegible] year and from letters received and issued will be given serial numbers in continuation of the last number in the files so transferred.

71. When [illegible] a new file must be opened for the new year starting with a fresh serial number. In such cases the previous year's file will be kept in the [illegible] as long as required, a remark being kept in its place as provided in rule 6. When no longer needed, it will be [illegible] to its place in the collection of the year to which it belongs.

72. If at any time a matter is reopened the file connected with it which has been transferred either to the first, second or third [illegible] or to the record room itself [illegible] rules 6 and 7, should be [illegible].

73. **Destruction of "C" papers.**—Before transferring any [illegible] to the record room under the [illegible] rules, all papers should be removed from the files and destroyed.

74. **Spare copies of printed letters.**—Spare copies of [illegible] letters [illegible] but must be [illegible] and kept in [illegible]. There will be one bundle for each [illegible] year [illegible] fresh bundle will be [illegible]. The [illegible] for [illegible] years [illegible] kept. After three years the bundle will be removed to the record room where it will be [illegible] [illegible] copies. In [illegible] of the bundle will be [illegible] with the words—

Spare copies of [illegible].

[illegible]

[illegible]

75. [illegible] the b[illegible] letters will [illegible] placed [illegible] according to the order of their receipt [illegible] the [illegible] of the [illegible]

| Date of receipt. | [illegible] | [illegible] | File to which letter belongs | | | | | (a) Date of removal of [illegible] (b) number of copies removed, (c) balance remaining and (d) signature | | |
|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| [illegible] | 8 | Agricultural loans | 1900 | I | 3 | 24 | [illegible] | [illegible] | 6 | [illegible] |

76 Periodical returns will be [illegible] of compartment.

[illegible]

77 Transfer to record-room — [illegible] are arranged in due serial order.

78 Removal of the file-boards — Use of printed slip — Form no 31 [illegible]

79 [illegible] any printed inscription

80 Missing files to be accounted for. [illegible]

81 Arrangement in record-room.— [illegible] bear in Index I [illegible]

82 Files to be placed vertically and tied up in packets of sufficient size to fill the depth of the shelves.—Form no. 30.— [illegible] a flat board before and behind.

83 Contents of packets. Form no 30.— [illegible]

84. Packets to be arranged by departments [illegible] the rack which is assigned to them.

85. [illegible] in its place.

86. Checking of stamps by record keeper. [illegible] ment for deposit in the record-room, to ascertain personally or [illegible] in rule 87 below.

87. Second punching by record-keeper. [illegible] a loose labels set under the Court-fees Act. Impressed stamps used for denoting court-fees [illegible] the [illegible] as required by section 20 of the Court-fees Act. [illegible] must be destroyed by burning.

(I) CLASSIFICATION, PRESERVATION AND DESTRUCTION OF ENGLISH CORRESPONDENCE KEPT IN BOTH THE CURRENT AND THE OLD RECORD-ROOMS.

**88. Preliminary.**—[illegible] of Government for the purpose of Correspondence [illegible]

[illegible]

**89 Classification of records.**—[illegible]

**90 Responsibility of officers.**—[illegible]

**91. Knowledge of officer to be tested.**—[illegible] rule 100

**92. Supervision of Collectors.**—[illegible]

**93. Object of the classification.**—[illegible]

[illegible] offices [illegible] exercised.

94 **Correspondence bound up in books not to be destroyed.**— No [illegible] Secretariat Press in 1888.

95 **Revision of record-rooms to be made every five years Quinquennial revision.** — [illegible] may select another month.

96. **Receipt and Issue Registers to be kept permanently.** — [illegible] permanently.

97 [illegible] of Register no. 62 showing —

[illegible] each department.

A specimen of the proposed entry is given below —

Year 1906-07

Collectorate sale

Department Wards

| | |
|---|---|
| Total number of collections .. .. | 1 to XX |
| Total number of letters received in 1906-07 | 2,000 |
| Total number of letters issued in 1906-07 . | 1,800 |
| Total .. | 3,800 |

Placed in record-room on Rack no. II shelf no. 1.

98. Fly leaves which contain any A letters should be preserved [illegible] both, should be destroyed when the letters are destroyed.

**99. Memorandum to be kept.**—A memorandum of English correspondence destroyed must always be made and recorded, *vide* rule 23 (c).

100. Detailed class heads on [illegible]

CLASS A.

*Papers to be unmarked and to be returned for ever.*

Correspondence of importance regarding —

| | |
|---|---|
| Settlements. | Land registration. |
| Surveys. | Common and special [illegible] |
| Waste lands. | Mahkans. |
| [illegible] | [illegible] |
| Irrigation. | Service tenures. |
| Drainage. | Sales. |
| Government estates. | Enhancement of rent. |
| [illegible] | [illegible] of Wards and [illegible] private [illegible] |
| Endowments. | [illegible] |
| Stamps. | Land improvement. |
| Resumptions. | [illegible] |

Boundaries.
Partitions
Redemptions.
Transfers
Remissions and abatements.
[illegible]
Excise.
Assessed taxes.
[illegible]

Land Acquisition.
Local cess *
Statistics.
Forest [illegible]
Floods.
[illegible]
[illegible] by the Government of India.
Pensions †
[illegible] one of permanent interest

All annual reports and returns ‡

All resolutions on those returns.

[illegible] Accountant-General, etc.

[illegible] at Collector's discretion.

[illegible] 1901, to the address of Commissioner.**

All maps and survey records

All lists of papers destroyed.

[illegible] November 1908).

---

*[illegible]

†[illegible]

‡They should be treated as "C" class papers if they are blank.

**[illegible] in the district libraries as the Commissioner of the Division may decide.

CLASS B.

[illegible]

Correspondence regarding—
- Any of the subjects mentioned under class A, which is of comparatively small importance and which it is obviously unnecessary to keep beyond twelve years
- Tents
- Economic museums
- Takavi advances.
- Executions of decrees
- [illegible]
- Record grant.
- Stationery.
- Matter of [illegible]
- Budgets.*
- Embezzlements.

- Securities of officers, except those of ministerial officers who are dead and no longer in service in which case they become C papers, the period of retention being calculated from the date of termination of service
- Treasure trove.
- Recovery of stamp fees.
- Opinions on Acts and Bills.
- [illegible] question is one of permanent interest
- Any [illegible] ministerial officers.
- Leave, appointment and charge.

[illegible] at the Collector's discretion.

[illegible] returns, viz.:—

[illegible] ment.

IX [illegible] improvement in Government estates outstanding more than three months

II Proceedings under the Rent Laws.

V [illegible] 1914.

IX Abatements of revenue and removal of estates.

X [illegible] revenue

*[illegible] years

XVII. [illegible] purposes.

XVIII. [illegible] under section 35, Act I of 1894, for public purposes.

Monthly returns XVIII and XVIII(*a*).

XXXIV. [illegible] under the Cess Act.

XXXVII. [illegible] and mines.

XXXIX. [illegible] shown in cross-head 5 of table II, of return [illegible] of local cess is not the same).

All resolutions on above returns.

[illegible] Officers in that subdivision.

Inspection memoranda and orders.

[illegible] Examination.

Fire relief records.

[illegible] respect of pensions paid by money order.

## CLASS C.

*[illegible] and [illegible] after two years*

All [illegible] except those already noted under class B.

All [illegible] reports and returns except those already noted under class B.

All [illegible] except XVIII and XVIII(*a*).

All returns from supervisors and other subordinate officers incorporated in the district returns.

All resolutions on above returns.

All weekly and fortnightly returns.

All the blank reports and returns.

[illegible] letters in classes A and B.

Dak and town despatch book.

[illegible] and stationery.

Accountant-General's objection [illegible] thereon.

[illegible] Sub-Deputy Collectors).

Office copies of absentee statements.

[illegible] dence relating to discrepancies in figures.

101. [illegible] in class "C".

102. [illegible] falling under class C.

103. Excise records [illegible] destroyed according to the classification.

104. [illegible] to [illegible] [illegible] Appendix D.

J. PROCEDURE FOR DESTRUCTION OF B AND C PAPERS.

105. Annual destruction of "C" papers and its procedure [illegible]

[illegible]

106. Procedure for checking "C" papers in each file. [illegible]

107. Procedure to be followed in the destruction of "B" papers. [illegible] before destruction.

108. Period for destruction of "B" and "C" papers. [illegible] twelfth year for the destruction of "B" papers.

109. Destruction of exhibits or private documents. [illegible]

[illegible]
documents will be found in Chapter V.

[illegible]
110 India Gazette [illegible] India Gazette [illegible]
be purchased for use.

111 Bihar Gazette [illegible] Bihar Gazette [illegible] noted on the margin.

| | | |
|---|---|---|
| [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] |
| Part I B .. | [illegible] Programmes and Results of [illegible] of Scholarship, etc. | [illegible] to each Subdivisional Officer. [illegible] complete copy should be kept [illegible] |
| [illegible] | [illegible] tions, Rules, etc., issued by the Governor of Bihar and by Heads of Departments. | [illegible] sold as waste paper. The other copy, with the excep- [illegible] |
| [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] Legislature, Reports of Select [illegible] | [illegible] Parts I-B I-C and IX [illegible] |
| [illegible] | [illegible] [illegible]ded in Parliament of India, Reports of Select [illegible] liament and Bills published before introduction in Parliament. | [illegible] be kept for three years only [illegible] A complete copy of the gazette should be bound at [illegible] |
| [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] by the Accountant-General, Bihar. | [illegible] If [illegible] to refer to any older gazette [illegible] |
| [illegible] | | [illegible] |

1.2 [illegible]

Government, etc., after 12 years.

[illegible]

1.3. Label of register [illegible]

Forms nos. 22 and 23, Appendix B.

114. List of authorised registers and preservation and destruction of [illegible] registers.— [illegible]

nos. 7 and 8, are to be preserved permanently [illegible]

115. Registers 57 and 57-A.—[illegible]

venient.

[illegible]

also be written on the outside of the volume.

the following form.—

| Name of branch. | Description of Register. | Page where to be found |
|---|---|---|
| Betwara .. | 1—Cash book of partition fees .. | 11 to 16 |

67A : -

| Name of branch. | Numbers of volume or volumes. |
|---|---|

116

117. Introduction and retention of registers not expressly authorised.— ional circumstances, but not otherwise.

118 List of registers kept in each department. not be punished.

119. Destruction of registers after they are rewritten. [illegible]

120. Register to be kept in English.—[illegible] in English.

[illegible]

RECORDS.

121. [illegible] troyed after the period noted against them.

122. [illegible] the Bihar and Orissa Account Code, 1920.

## CHAPTER II.—Vernacular Records.

[illegible]

[illegible]

123. Departmental heads [illegible] more than one department.

124. Superintendent to distribute and supervise.— [illegible] ment before the office breaks up.

125. Procedure for delivery of vernacular records to record-keeper.— [illegible] they are required for reference.

126. Combined title page and fly-leaf for vernacular records.— [illegible]

Appendix B.

NOTE.—Applications for repayment of deposits in rent

127.

in column 2 and the letter D in column 6

128 Preservation and destruction of combined title page and fly-leaf.

along with its B or C contents.

129. Order sheet.—

130 Each to have separate press.

custody of the officer in charge of the department.

131. Arrangement of vernacular records.

of the

132. Tauzi numbers and Register B numbers to be written on she[illegible] e.g., T. nos. 501—700 or B nos. 250—500.

133. [illegible] a separate shelf or compartment.

134. Estate party in other districts.— [illegible] where the lands, or some of them, lie.

135. Exceptions [illegible] disposed of

136. Exceptional arrangement allowed.— [illegible] district.

137. [illegible]

138 Chaukdari chakran lands and land acquisition records how to be arranged — [illegible]

139 Estate papers required for English correspondence — [illegible] should correspondingly be made in the file.

140 Estate settlement papers required for English correspondence — [illegible] the files where copies are kept.

141. Arrangement of cases in bundles — [illegible] separated off for eventual destruction.

142. Comparison of contents of bundles with lists — [illegible] Deputy Collector in charge of the record-room.

143. Register 41 (Form no. 1) — [illegible]

144. Register 41-A (Form no. 2) — [illegible]

145. Register showing receipt and disposal of records (Register 41-B, Form no. 3) — [illegible]

146. List of Courts and Departments from which the record-keeper has to receive records — [illegible] less than once a month.

147. Procedure for sending records to the record-keeper.— [illegible] accounted for in the next month.

148 Reference to record-room and removal slip.— [illegible]

149 Register 41-D Form no. 5 — [illegible] current or not

150 Index of unreturned records — [illegible] crossed out

151 Records retained in record-room to be entered in prescribed register [illegible]

152. Registers 41 [illegible] and 42 [illegible] in arrear

153 Valuable documents.— [illegible]

[illegible] to be kept [illegible] so as to admit the free circulation of air.

154. List of records kept in almirahs [illegible]

155 Survey records, Register 42 Form no 6 —[illegible]

158 Settlement records under the Tenancy Acts —[illegible]

157. Duties of record-keeper as to checking of stamps. [illegible]

[illegible] he must at once submit a report to his superior officer. This examination may be made at the time of second punching prescribed in rule 158 below.

158. Second punching by record keeper.—The record-keeper of every [illegible] shall [illegible] record [illegible] with a triangular [illegible] from the first and at the same [illegible] page and divest [illegible] [illegible] [illegible]

estates, but according to dates of lodgment and classes of cases thus—

| | | |
|---|---|---|
| [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] |

retained for longer periods than twelve years or two years as the case may be. When the Collector may deem it necessary to pass such an order he should specify the number of years for which he considers the papers ought to be retained, and at the expiration of this period the necessity for their further retention will be again considered.

**167. B and C papers to be marked.**—The A papers are not to be marked but every other paper should, except when immediate [illegible] impossible, be marked with the letter B, C or D as [illegible] in the department, and it should be entered [illegible] the page and fly-leaf at once.

**168.** The ministerial officer in charge of the department must [illegible] himself mark the B, C and D papers. He will see that the numbers of the page and fly-leaf are [illegible] as prescribed in rules [illegible] and [illegible].

**169. Classification to be noted on combined title page and fly-leaf.**—[illegible] the record room the department officer must [illegible] that the class of each paper was [illegible] D papers have been [illegible] papers under each class A to C and D are to be [illegible] numbers as shown below:

| A | B | C | D |
|---|---|---|---|
| 1 | 3 | 4 | 8 |
| 2 | 7 | .. | 8(a) |
| 5 | .. | 9 | .. |
| 6 | .. | 10 | |

**170. Knowledge of officer to be tested.**—[illegible] officer is [illegible] must [illegible] with the rules for the classification of records.

**171.** [illegible] whether [illegible] to [illegible] record [illegible] On [illegible]

**172. Revision of record-rooms to be made every five years. Quinquennial revision.**—[illegible] according to the lists, papers in class A are to be kept for ever, as explained above, because t

[illegible]

173. [illegible] will be found in Appendix D.

D [illegible] VERNACULAR RECORDS.

174. Destruction of C papers. [illegible] ary with regard to the B files.

175. Destruction of B papers. [illegible]

176. Destruction to be annual. [illegible] of B papers.

## CHAPTER III.—Subdivisional records.

177. **Record-keeper.**—The duty of keeping the revenue records [illegible] is ordinarily entrusted to one of the ministerial [illegible] for the purpose of rule [illegible] of the Bihar Board's [illegible] to be entrusted to an Assistant Record-keeper.

178. **Classification and deposit.**—[illegible] 126 and 168.

179. **Monthly bundles.**—[illegible] place.

180. **Registers 41-C and 41-D (Forms nos. 4 and 5).**—[illegible] in Forms nos. 4 and 5, Appendix A.

181. **Removal of records.**—[illegible]

182. **Receptacles.**—[illegible] convenient.

183. **Records** [illegible] subdivision and destroyed [illegible] years. Before [illegible] the Subdivisional Officer should satisfy himself that they have been duly examined [illegible] and that there are no [illegible] them. Within [illegible] following registers may also be destroyed at subdivisions:—

(a) Registers containing matter that is [illegible] found in [illegible] such as settlement, partition and land acquisition cases.

(b) Temporary registers after the period prescribed in this Manual.

The Subdivisional Officer should submit in April of each year a list of registers to be destroyed for formal approval by Collector of the district to destroy and they should be destroyed in the Subdivisional Officer's presence on receipt of the Collector's sanction.

**184. Permanent registers kept at subdivisions.**—The registers enumerated below are permanent registers kept at subdivisions. Column 3 gives the period for which these registers are to be kept at subdivisions and also when and how they are to be destroyed at headquarters :—

| Number of Register | Name of Register | Period for which they are to be kept at subdivisions and when and how they are to be destroyed at headquarters |
|---|---|---|
| 1 | 2 | 3 |
| 1 | [illegible] | [illegible] |
| 4 | Proceedings for the partition [illegible] Act V of 1897. | [illegible] a new register |
| 5 | Land Acquisition cases | Should be sent to headquarters when all cases in the register are finally disposed of. |
| 6 | [illegible] for [illegible] | [illegible] and should be destroyed after comparison with the sadr register. |
| 6 A | Lands in the occupation of Municipalities, District Boards and Local Boards. | Should be kept [illegible] sion. |
| 25 | [illegible] Bengal Act VIII of 1865. | [illegible] register is opened. |
| 32 | [illegible] | [illegible] estates still under management being copied [illegible] after comparison with the sadr register. |
| 33 | [illegible] ment estates. | Ditto [illegible] |
| 34 | [illegible] | [illegible] estates still under management being copied in the new register, and should be destroyed after comparison with the sadr register. |
| 35 | Attached estates .. | Ditto ditto. |

| Number of register | Name of Register. | [illegible] subdivisions and their destruction at [illegible] |
|---|---|---|
| 1 | 2 | 3 |
| 41-a | [illegible] possession of revenue records | [illegible] |
| [illegible] | [illegible] from the record-room. | [illegible] (*Vide* also column 4 against serial no. 5 in Appendix E, page 194 of the Manual.) |
| 45 | Lands, etc., owned by ministerial officers. | |
| 46 | Leave of ministerial officers .. | |
| 57 | Of registers to be preserved [illegible] | |
| 58-A | [illegible] | [illegible] |
| 60 | Register of letters received .. | |
| 61 | Register of letters issued .. | |
| 62 | Index register of English correspondence. | |
| 67 | Of particulars of newly formed island. | [illegible] |
| [illegible] | [illegible] | [illegible] long [illegible] |
| 11 | Of applications for commutation of rent payable in kind under section 40 of the B. T. Act | Should be kept permanently at subdivisions. |
| [illegible] | Of applications for registration of improvements under section 30 of the Bihar Tenancy Act. | Should be sent to headquarters when all [illegible] |
| [illegible] | Of applications to record particulars specified in section 102 (to make record of rights under section 101), whether made under section 103 or 101 (2) (*a*) of the B. T. Act. | |
| 1 to 11 | Of suits, applications [illegible] under Tenancy Acts. | Should be sent to headquarters when all the cases entered in these registers are finally disposed of |

185. Transmission to headquarters [illegible] disposal.

186. Retention of records at subdivisions [illegible] several classes.

187. Check by district record-keeper.—[illegible] the district record-room.

188. Application of rules.—[illegible]

189. Classification and preservation of English records at subdivisions.—[illegible]

## CHAPTER IV.

### A—MISCELLANEOUS.

190. Correspondence in English [illegible] to [illegible] be in English, [illegible] acquainted only with the vernacular.

191 Name and official designation to be mentioned Bengal Government Circular no 5 of the 28th February 1895 [illegible] officer's opinion has to be considered.

192 Formal correspondence between a Collector and his subordinates in the same station prohibited—Order book to be used [illegible]

193 Signature to be legible [illegible] hereafter that it is genuine and authentic

194 [illegible] and by

195 Transmission of records [illegible] of records to the Board, and from one Revenue Court to another :—

Records to be transmitted by parcel post. [illegible] prepayment of the [illegible] made [illegible] manner prescribed by the postal rules.

[illegible] **Forwarding letter to be enclosed.**—In the parcel with each [illegible] enclosed a forwarding letter [illegible] Form 45, Appendix [illegible] and the cover of the parcel [illegible] bear the date, [illegible] number and [illegible] of the letter.

[illegible] **Letter of advice.**—A letter of advice Form 48, Appendix [illegible] should be forwarded simultaneously with the despatch of the parcel by separate and ordinary letter post [illegible] the number and date of each of the following letters referred to in the preceding clause should be quoted.

[illegible] **Acknowledgment required.**—An acknowledgment Form 47, Appendix [illegible] should invariably be required from the [illegible] to whom a parcel containing records has been despatched, and in the event of it being received within a reasonable time inquiry should be made to ascertain the cause.

196. **Forms to be used.**—In Appendix [illegible] are given the forms to be used in the connection viz. No. 47 Form of letter to accompany [illegible] of Memorandum acknowledgment and [illegible] Form [illegible] accompanying the despatch of records.

197. **Records when allowed to go out of the record-room.**—In order to prevent [illegible] records being [illegible] from the record-room* [illegible] record-room.

198. **Pending work in record-room.**—A statement should be prepared [illegible] showing briefly the [illegible] the work is expected to be completed.

199. **How to trace documents.**—A statement should be prepared and kept up to date in the record-room showing briefly the [illegible] to be preserved permanently and [illegible] to be [illegible] to get a speedy account of that case. For example—

*[illegible]*—Wanted a particular [illegible] of a particular year :—

Get Register no. 57 [illegible] of registers to be preserved permanently [illegible] departments.

* [illegible]

(b) Look at the index and find out the number of the page on which Index Register of English office or Bengali office or Bihar office as the case may be is entered. There the index Registers are entered in [illegible] order.

(c) Find out the entry in the Index Register of the year in question and against it will be found the number of the press rack and shelf in which the file referred to in the Index Register is stacked. Here the correspondence is arranged in chorononological order.

(e) Go to such shelf and get the file needed.

**200. Arrangement of registers and use of iron supports.** All registers books etc. should be so arranged in a proper and tidy manner, in proper order and in a neat way, and should be labelled on the back of the covers with a proper description of the contents, which is laid down in Rules 17 or 19A. When a shelf is full to which or to some considerable extent to registers it is necessary to remove old registers from the shelf press to which the rules exist for the purpose, a proper letter or number which has been given in iron supports should be used in such cases. The number should be found in such registers are not arranged in numbers where the arrangement of supporting registers or shelves will be in proper order and should also be between successive sets of the registers arranged in [illegible] Numbers should be used for registers for the entries of [illegible] which [illegible] the use of such tables to [illegible] the numbers should, so far as possible, [illegible] When the entries for the year [illegible] few pages [illegible] the volume should [illegible] for a number of years.

**201. Back registers not to be kept on clerks table unless needed.** When a clerk in a [illegible] has to look [illegible] back registers such as [illegible] the [illegible] office, it should be [illegible] to keep a set of [illegible] on which he has to refer to [illegible] of the [illegible] which [illegible] the [illegible] In the case of the [illegible], no [illegible] should be made [illegible] after the [illegible] of the new with the old registers has been [illegible] From this [illegible] judged whether the practice that such back registers must be kept on hand is valid or not.

**202. Almirahs.** Much needless expenditure is incurred in the waste of space permitted in the matter of almirahs. Every consideration

[illegible] more fully utilized.

203. **Responsibility of officers.** [illegible]

204. **Disposal of waste paper.** [illegible] Collector [illegible] It [illegible] paper [illegible] creditor to [illegible] XLVI—Miscellaneous".

205. **Valuable records—Paper to be used.** [illegible] **Country paper* must never be used.**

206. **Endorsement form.** When a letter from [illegible] a higher authority [illegible] a piece of information for the future guidance of such [illegible] or

*Note.—This does not apply to paper manufactured in this country under European methods.

[illegible] the record by a copy of the letter at length

207 Letters to be avoided. [illegible] should be numbered and dated

208. No letter with returns. [illegible] will be sufficient in all such cases.

209. Use of forms [illegible]

210 Vernacular words. [illegible] If [illegible] must be added.

211 Vernacular dates and measure. [illegible]

**212. Form and despatch of letters.** The name and official designation of the writer of an official letter, with the number and date of the letter is to be prefixed to it, the number and date of every letter referred to as necessary to be quoted, and every paragraph is to be numbered.

213. All communications are to commence with a reference to previous correspondence whenever there has been any. All letters and papers despatched addressed to an authority are to be enclosed in an envelope bearing the word name the envelope be marked by hand and seal. When a Deputy Collector has passed a draft while on tour and the letter issued issues from his office, the signature should be as follows :—

A. B.,

*Deputy Collector*
for *Collector on tour.*

214. [illegible] by the Deputy Collector the [illegible] correspondence in his own name [illegible] superior.

215. When Deputy Collectors are at their headquarters they are expected to sign their own letters.

216. Arrangement in envelope. [illegible]

217. Reports to be complete. [illegible] avoided.

218. Maps sent with letters. Maps sent up to the Director as [illegible] three or four maps are received [illegible] with different letters. In such cases confusion often arises from the difficulty of correcting any

particular map with the letter to which it was an annexure. Whenever Revenue officers send a map out of their offices they should have distinctly marked in the face of the map itself—

(a) the purpose for which it was prepared ;

(b) the number and date of the letter to which it is an annexure.

219. Use of postage service labels. [illegible] each cover.

220. No letters with bill. [illegible] of the bill, or in a side note.

221. Reference to order sanctioning expenditure. [illegible] and date of the order.

222. Admittance to record-room prohibited. [illegible]

223. Records or offices subordinate to the Board. [illegible] subordinate to the Board.

224. Inspection by Commissioner. [illegible] make a report for the orders of the Board.

**225. Inspecting officer.** [illegible]

## B. Rules regarding Record-Room Plan.

**226. Index plans.** [illegible] **following rules should be followed:—**

[illegible]

(b) The plan should [illegible] the number and position of each [illegible] the number and position of each rack, the [illegible] **doorways leading from the various rooms.**

(c) The index portion will be arranged [illegible] **left for the last year, e.g., 1876.**

The blank will be used in the following way:

Take the first item in the specimen Index "Application for exemption from revenue sale." Assume that these records have

[illegible] between the years 1896 and 1907 as to fill rack [illegible] shelf B and the [illegible] records have to be put [illegible] set. In the column date of records the entry will be [illegible] 1895 to [illegible]

[illegible] the [illegible] In [illegible] the next year's records [illegible] For the remaining columns fill in the numbers [illegible] rack and shelf on which the records for 1908 have been placed.

(c) [illegible] will contain the number of the room where the particular records are placed

(e) The column rack number will contain the number of the rack on which the records are placed

(f) The column shelf number will contain the number of the shelf on which the records are placed.

(g) If at any time the page of the index becomes [illegible] to age or alterations new copies shall be prepared.

(h) On each is to be written the date of its preparation and it is to be signed by the record keeper who will be solely responsible that it is accurate and up to date.

## CHAPTER V.

### A. RULES RELATING TO THE DISPOSAL OF EXHIBITS OR PRIVATE DOCUMENTS.

227. [illegible] interested.

[illegible] Bengal and sanctioned by the Government of India [vide no. [illegible], dated [illegible] October 1881, page 988, Part I, *Calcutta Gazette* of 1881].

228. [illegible] sadr offices :—

(A) [illegible] with English correspondence—

(1) [illegible] was received.

(2) The [illegible] form :—

NOTICE TO TAKE BACK PRIVATE DOCUMENTS.

Notice is hereby given to the parties who filed the documents shewn [illegible] that they will be [illegible] unless they are applied for and taken away within one month from the date of this notice.

| Number and date of letter with [illegible] | Name of the party from whom the letter was [illegible] | Nature of [illegible] | REMARKS. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |

[illegible]

(3) On the expiry of one month from the date of [illegible] [illegible] private documents [illegible] [illegible] [illegible]

NOTICE TO TAKE BACK DOCUMENTS CONTAINED IN VERNACULAR RECORDS.

Notice is hereby given to the parties who filed the documents in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice.

| Case number | Nature of case | Names of parties | Nature of the document | Name of person [illegible] | Remarks |
|---|---|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | |

(1) On the expiry of one month from the date of publication, the aforesaid papers or unremoved exhibits or other private documents will be submitted to the [illegible] of Subdivisional Officer as to [illegible] may be which will not be destroyed unless they are of permanent public interest or relevancy of great importance to a private person. In the latter case they are to be set up in a separate wrapper with which they were received should be treated as A class papers and placed in the A file of the case to which they belong.

229. In the case of exhibits or other private documents that were weighed to the record room before the separate D parcel was introduced a similar procedure should be carried out at the following time :—

(a) in respect of B and C papers at the annual destruction of B and C files,

(b) in respect of A files at the quinquennial revision of the record room directed in rule 172.

In the case of all returned exhibits or other private documents the date of return and, if possible, the signature of the party to whom returned should be given in the remarks column of the fly leaf.

B.—RULES RELATING TO DESTRUCTION OF DOCUMENTS WHETHER PUBLIC OR PRIVATE RENDERED ENTIRELY USELESS

**230. Destruction of spoilt document.**—When a document is found to be entirely illegible or useless from age, worms or other cause, it may be destroyed in any case only on the following conditions:

(a) The fact must be personally examined by the Collector or Subdivisional Officer.

(b) In the case of a Subdivisional Officer, the sanction of the Collector must be obtained.

(c) In every case a memorandum must be prepared stating the fact of the destruction and the nature of the document destroyed and this must be signed by the Collector or Subdivisional Officer.

(d) If the document is a private exhibit or document the procedure laid down in rule 227 above for the return of such documents to their owners must be carefully observed.

# CHAPTER VI.

## RECORD-ROOM AND RECORD-ROOM RECEIPTS

**231 Assignment for keeping record-rooms in order.**—[illegible] Province

**232 Budget estimates.**—[illegible] Office [illegible] Budget estimates [illegible] Budget [illegible] Budget [illegible] Budget

235. Permanent clerks to be employed in record-room.—The [illegible] be necessary, by temporary hands.

236 Supplementary applications.—T[illegible] mentary applications.

237 Power to vary details of temporary establishment Bihar and Orissa Government order no 9684-F , dated the 24th July 1915. – [illegible]

[illegible] employment

[illegible] the pay of no post shall be raised above Rs. 70 a month without the special sanction of the State Government.

[illegible] lshment.

238 Contingent expenditure in record-room to be met from ordinary contract grant. [illegible] cost [illegible] from the Stationery office,

[illegible] concerned.

*Table A.*

[illegible]
Shelves.
Oil (Kerosene).
Tar (coal).
Cloth (*kherua*).
Wooden boards.
Repairs to furniture.
Buckets.
Solution of corrosive sublimate.
Powder of Naptha.
Charcoal (Coal).
Rat traps.
Rags.
Dusters.
Brushes.
Rope.
Iron supports.
Axes.
[illegible]
Other articles necessary for record room.

*Table B.*

Country ink.
Stamping ink.
Thread.
Country pens.
Book-binding.
Lac for sealing.
Tale for native colour.
Vinegar.
Ghee.
Paste.
Stamping ink stand.
Twine.
Pounce.
Sand.
Sandpots.
[illegible]
Repairing scissors.
Pins and needles.
[illegible]

239. Establishment.—[illegible] to the grant.

240. Items not to be charged against the record-grant.—[illegible] Divisions for minor works.

241. Survey Maps and Land Registration Registers.—[illegible] (A, B, C and D).

**242. Sale-proceeds of useless papers.** [illegible]

# CHAPTER VII.

## LIBRARY.

**243. One library in each district and each subdivision.** [illegible]

**244. Place, charge and librarian.** [illegible]

[illegible] library.

**245. Duties of librarian.** [illegible]

NOTE. In the [illegible] Head Clerks [illegible] the Office of Superintendent [illegible] Revenue Department [illegible] Hall [illegible] Hall Assistant [illegible] Sub-Divisional Officer [illegible] Deputy Commissioner [illegible] April [illegible] has been [illegible]

**246. Lists of officers in charge.** [illegible] from time to time held charge of the library.

**247. Catalogue.** [illegible] kept in Form no. 14, annexed in Appendix A.

**248. Revision of the catalogue.** [illegible] Commissioner, respectively.

[illegible] preceding it.

**249.** [illegible] such pages should be made.

**250. Access to library.** [illegible]

**251 Register of books and reports, etc., received, no. 77.** [illegible] District Officer Personal Assistant to Commissioner Sub-Divisional Officer.

**252 Stamping of books.** [illegible]

[illegible] the back of each book should be affixed a label in the following form :—

| |
|---|
| Office |
| Group no. |
| Serial no. |
| Book no. |
| Subject |

[illegible] and the other to the paper cover.

253 Subjects [illegible] This will form the index to the catalogue.

| Groups. | Pages in the catalogue. | Almirah. Shelf |
|---|---|---|
| (1) Acts of the Indian Legislature and Parliament of India. | 1—3 | AI 1, 2, 3 |
| (2) Acts of the Bihar and Orissa Legislature | 4 | A 4,5 |
| (3) Ethnological and Linguistic (including Census). | | |
| (4) Gazetteers and Historical (including services of officers, list of officers and civil list). | | |
| (5) Manuals, Codes and Rules (non legislative). | | |
| (6) Botanical and Zoological | | |

| Groups. | Pages in the catalogue. | Almirah. / Shelf |
|---|---|---|
| (7) Agricultural [*See* also "Annual Report", Group (10)]. | | |
| (8) Industrial and Technical (including monographs) | | |
| (9) Educational | | |
| (10) Annual Reports— | | |
| General Administration. | | |
| Land Revenue. | | |
| Registration. | | |
| Stamps. | | |
| Hospitals and dispensaries. | | |
| Police | | |
| Jails | | |
| Public Health and Vaccination. | | |
| Excise. | | |
| Civil Justice. | | |
| Criminal Justice | | |
| Settlement Report. | | |
| Survey Reports. | | |
| Agricultural. | | |
| Season and Crop Reports. | | |
| Agricultural Statistics. | | |
| Co-operative Societies. | | |
| Agricultural Experiments. | | |
| Agricultural Income-tax. | | |
| Sales Tax. | | |
| Wards, Encumbered and Trust Estates | | |
| Resolution by Local Self-Government Department. | | |
| Forests. | | |
| Civil Veterinary Department. | | |
| Trade—Rail-borne Traffic. | | |
| Trade—River-borne Traffic. | | |

| Groups. | Pages in the catalogue. | Almirah. / Shelf |
|---|---|---|
| (11) Occasional Reports— | | |
| Famine Reports. | | |
| Plague ,, | | |
| Fisheries ,, | | |
| Supply of Labour. | | |
| (12) Scientific, not included under preceding heads— | | |
| Archaeological | | |
| Meteorological. | | |
| (13) Law Reports and Digests. | | |
| (14) Proceedings of the Bihar Legislature. | | |
| (15) Miscellaneous | | |

254. [illegible] the catalogue proper.

255. Arrangement of books on the shelves. [illegible] place on the shelf.

256. Arrangement of books in almirah. [illegible]

257. How to utilize space in the almirah. It is often found that the [illegible] almirah are not [illegible] books in them are [illegible] much valuable space is wasted. In such cases provided that the depth of the almirah is not less than [illegible] it is possible to place the almirah with its end and not its back against the wall, and to convert the back portion by means of doors into a

[illegible]

[illegible] doors.

258 Paint in white letters on racks, shelves or almirahs. [illegible] placed and lost.

259 Binding of Acts [illegible]

260. System of issue [illegible]

261. Register of issues no. 78 [illegible] be entred therein

262. Issue of reminders for books not returned. [illegible] in red ink.

263 Time of stock taking. When charge of the library is made over or stock taken the officer taking charge of the stock must

[illegible] continuous reference are really in existence.

**264. Receipt to be taken for the books sent out of the library.** [illegible]

**265. Verification of library.** [illegible] six months.

**266. Inspection.** [illegible] six months.

**267. Guard file.** [illegible]

**268. Register of inspection report.** [illegible] inspection remarks.

**269. Disposal of obsolete or useless books.** When a District Officer has [illegible] for orders.

**270. Annual report.** [illegible]

**271. Indian Law Reports.** [illegible]

**272. Bihar Half-yearly Civil List.**—With a view [illegible] Bihar Half-yearly Civil List [illegible] for the purposes of [illegible] Bihar Class papers according [illegible] Commissioner of the Division concerned may direct.

## CHAPTER VIII.

*The 4th April 1966.*

CORRECTION SLIP NO. 1

Preamble of Chapter VIII of page 72—

[illegible]

Line of the rule

(C[illegible])

tions may be received from the public for—

[illegible] the [illegible] of [illegible] and [illegible] tion be or be not required for the purpose of correctly

CORRECTION SLIP NO. 2.

Rule 273, page 72—

*Insert* the following "Note" below the rule —

[illegible] which copy is wanted. If such person is not a party or [illegible] a copy is required".

(Correction slip no. 2, dated the 4th April 196[illegible])

[illegible]

CORRECTION SLIP NO. 3

Rule 274, page 72—

[illegible] "Note" [illegible]

[illegible] tion with an original case or appeal will be treated as a part of the record of such case or appeal

([illegible] 3 [illegible] th April 19[illegible] 6.)

[illegible] the number of separate accounts or the [illegible] of proceedings [illegible] An [illegible] will not be [illegible] computation [illegible] if the required [illegible] Register D will not be [illegible] [illegible] less are paid in full. If this [illegible] [illegible] [illegible] be made [illegible] it will be struck off unless the Collector thinks fit to grant extra time.

[illegible] Pure [illegible] related Sub-[illegible] Mozaffarpur Darbhanga, [illegible] of 1870, which is reproduced in rule 298, shall be levied.

276. When and to whom applications are to be made. Registers to be maintained. All [illegible] or copies must [illegible] with the exception of those [illegible] are to be made to the Deputy [illegible] between the hours of 10 A.M. and 12.30 P.M. [illegible] when Collectors should be [illegible] 8 A.M. The forms of [illegible] for [illegible] are in Appendix B, Forms 27 and 28. [illegible] from stamp vendors at [illegible] per sheet. [illegible] the commissioners will attend the court [illegible] Collector at large and will take charge of [illegible] for [illegible] or copies together with the court [illegible] they have been presented to the [illegible] Commissioner will look [illegible] [illegible] has [illegible] allowed [illegible] below [illegible] the [illegible] Appendix A [illegible] the [illegible] stamps in the [illegible] Registrar and Return Moharrir. The Deputy Collector [illegible] and initial all these registers daily.

Note! — [illegible]

Rule 8 no. 9

277. Terms of sale of Forms 27 and 28 to stamp vendors.— The [illegible] for information and for copies [illegible] rule 276 may be obtained by [illegible] from [illegible] and twenty-five nP. [illegible] per sheet.

CORRECTION SLIP no. 27

Rule 278, Page 74—

[illegible] 4th ne

[illegible] 27, [illegible] th 4th Apr 19[illegible])

[illegible]
be used in all cases.

[illegible]
Stamp Manual, 1975) has been omitted.

[illegible]
ation Cohect on 10, File 390 of 1903.)

[illegible]
under section 18 of the Bihar Agricultural Income Tax Act, 1938.

279. Searching fee. [illegible]
to the 15 nP. stamp [illegible]

CORRECTION SLIP NO 5.

Rule 279 page 74—

(i) *Substitute* the words 'form no 27' *for* 'forms (27 and 28)' in the 11th line of the rule

[illegible] 12[illegible] th

Correction slip no. 5, dated the 4th April 194[illegible])

[illegible]
ribed under this rule.

280 Applications to be numbered Method and period of preservation. [illegible]
the ap
numbe

CORRECTION [illegible]

[illegible]

[illegible]

[illegible]

CORRECTION SLIP NO. 7

Rule 231, page 75—

*Insert* the following below the existing rule —

[illegible]

employed for the work".

(Correction slip no 7, dated the 4th April 1966)

CORRECTION SLIP NO. 8

Rule 282, Page 75—

*Substitute* the following rule for the existing rule—

[illegible]

used".

(Correction slip no. 8, dated the 4th April 1966)

[illegible]

applicant's [illegible] will be [illegible] recorded in the office.

**284. Extra searching fee.** [illegible] stamps, and not in cash

[illegible] fee under this rule.

**285 Rate of searching fees for information regarding landlord's fees** [illegible]

CORRECTION SLIP NO. 9.

Rule 285, page 76—

[illegible]

Comparing Clerk.

[illegible]

[illegible] Incharge for the purpose of these rules.

NOTE 2.—[illegible] the record keeper's office.

the application is forwarded.

CORRECTION SLIP NO 10.

Rule 287, page 77—

*Delete* rule 287.

(Correction slip no. 10, dated the 4th April 1906)

register

the Copying Department".

(Correction slip no 11, dated the 4th April 1906)

If in any case the usual stamps are found [illegible] be struck off—

Date

| Date of | Serial number | Information given | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | | |

*Signature of Comparer.*

*Date.*

*Signature of Deputy Collector in Charge.*
*Date.*

[illegible] particular case should also be entered in this column.

289 List of copies ready for delivery.—[illegible] the copies ready for delivery [illegible]

NOTICE

LIST OF COPIES READY FOR DELIVERY

CORRECTION SLIP No. 12

Rule 289 page 78 —

*Delete* Rule 289.

(Corrected in slip no. 13, dated the 4th April 19[illegible])

rule 6 no. 12.

*Signature of Comparer.*

*Date.*

*Signature of Deputy Collector in Charge*
*Date.*

CORRECTION SLIP NO. 13.

290, page 79

*Substitute* the following two sentences for the first two sentence[6]

The requisite folios and stamps, etc

C

B,

A, following sentences at the end of the first paragraph and

rules —

is not done, the application may be rejected. If the

(Correction slip no 13, dated the 4th April, 1966)

CORRECTION SLIP NO 14

Rule 291, page 79..

*Substitute* the following rule for the existing rule —

purpose of receiving the copy.

(Correction slip no. 14, dated the 4th April 1966 )

CORRECTION SLIP NO. 15.

Rule 292, page 79—

*Insert* the following at the end of the rule :—

"This should be done also where the application is w

(Correction slip no. 16, dated the 4th April 1966.)

293. Extra fee.—W

CORRECTION SLIP NO. 16.

Rule 293, page 80—

*Insert* the following below the rule 293 :—

and to the person conversant with the s

CORRECTION SLIP NO. 17

Rule 294, page 80—

*Insert* the following "Note" below the rule

the following day

(Correction slip no. 17, dated the 4th April 1966.)

CORRECTION SLIP NO.

Rule 96, page 80—

*Delete*

(Correction

[illegible] of 25 nP as [illegible] to the fee required for an [illegible]

CORRECTION SLIP NO 19

Rule 297 page 81—

*Substitute* the following for the first sentence :—

[illegible]

[illegible] stamp affixed.

298. Stamp duty.—[illegible]

*Articles 6—9, Schedule I, Act VII of 1870.*

| | |
|---|---|
| *Article* 6.—Copy or translation of a judgment or order not being, or having the force of, a decree. | When such judgment or order is passed by any Civil Court other than a High Court, or by the presiding officer of any Revenue Court or office, or by any other Judicial or Executive authority— |
| | (*a*) If the amount or value of the subject-matter is fifty or less than fifty rupees—40 nP. |
| | (*b*) If such amount or value exceeds fifty rupees 75 nP |
| | When such judgment or order is passed by a High Court —Re 1.50 nP. |

| | |
|---|---|
| Item 7. Copy of a decree or order having the force of a decree. | When such decree or order is made by any Civil Court other than a High Court, or by any Revenue Court—<br>(a) if the amount or value of the subject-matter of the suit wherein such decree or order is made does not exceed or is less than fifty rupees—75 nP.<br>(b) If such amount or value exceeds fifty rupees—Re. 1.50 nP.<br>When such decree or order is made by a High Court—40 nP. |
| Item 8. Copy of the [illegible] stamp duty under the Indian Stamp Act, 1899* [illegible] to a suit or proceeding in place of the [illegible] | (a) When the stamped duty [illegible] ?<br>[illegible] |
| Item 9. Copy of any [illegible] or judicial proceeding [illegible] for by this Act, or copy of any account, statement, report or the like, taken out of any Civil or Criminal or Revenue Court or office, or from the office of any Chief Officer charged with the executive administration of a district. | [illegible] |

*N.B.* Ad court [illegible] leviable under the Act, as amended from time to [illegible] its application to [illegible], shall be increased by a surcharge at the following rate as prescribed by section 4 of the Bihar Entertainments Duty Court Fees and Stamp (Surcharge Amendment) Act, 1948 (Act XXV of 1948) :—

| | |
|---|---|
| 1. On every whole rupee [illegible] 0.25 nP. | 0.40 nP<br>0.15 nP |
| (b) On a fraction of a rupee exceeding 0.25 nP. but not 0.50 nP | 0.20 nP |
| [illegible] not exceeding 0.75 nP. | [illegible] |
| [illegible] a rupee. | [illegible] |

*See now the Indian Stamp Act, 1899, General Acts, Volume V.

[illegible] fee leviable will be Rs. 28.60 nP

NOTE 1.—Under Government notification no. 2570 L.A.—25, dated the 30 [illegible] ber 1921, the following reductions and remissions of duty have been ordered :—

(a) The fees chargeable on (i) copies of village settlement records furnished to [illegible] operations, and (ii) lists of fields extracted from village settlement records for the [illegible]

[illegible] as aforesaid, which may be filed in any court or office.

[illegible] or recorded in any court of justice or received by any public officer.

[illegible]

(i) Copy of a charge framed under section 210 of the Code of Criminal [illegible] to an accused person;

(ii) [illegible] the copy is given under section 219 of the said Code to an accused [illegible];

(iii) Copy or translation of a judgment in a case other than a summons case, and copy of the heads of the Judge's charge to the jury, when the copy or translation is given under section 371 of the said Code to an accused person;

[illegible] 100 of the said Code to the person in whose favour the order is made [illegible] to be paid;

[illegible] copy which may be granted under any of the preceding sub-clauses without the payment of a fee, but is a copy which, on its being [illegible] for some special reason to be recorded by him on the copy thinks fit to furnish without such payment.

---

*Having regard to the provisions of section 76 of the Evidence Act this concession relates to uncertified copies only.

[illegible]

**Article 24 Schedule 1A, Act II of 1899.*

[illegible] able under the law for the time being in force relating to court-fees.

[illegible] one rupee—75 nP.

(ii) In any other case—Rs. 1.50 nP.

*Note.*—In addition to stamp duties of 75 nP. and Rs. 1.50 nP. a surcharge at [illegible] Amendment) Act, 1948 (Bihar Act XXV of 1948).

*Exemptions.*

[illegible] any public purpose.

[illegible] burials.

The expression "[illegible]" [illegible] include [illegible] relating to the dissolution of marriages. (Government [illegible] 2810-Exec., dated the 8th May 1907, to the Government of Eastern [illegible] the 22nd May 1907.

[illegible] Particulars to be recorded on the back of the copy.—When [illegible] Limitation Act) :—

Date of application for the copy:

CORRECTION SLIP NO. 2)

Rule 299, page 85—

[illegible] excepting the date of taking over the copy of the applicant shall also be [illegible]

(Correction slip no. 20, dated the 4th April 1966).

[illegible] Magistrate, to any Government Advocate or Pleader or other person [illegible] Court;

[illegible] person is required to take in connection with any such trial or investi- [illegible] for the purpose of advising the Government in connection with any criminal proceedings;

[illegible] have been reduced to the sum of 0.50 nP.

The above order relates to copies gra[illegible] of copies of record-of-rights.]

(g) The fees chargeable on copies of decrees of Civil or Revenue Courts are [illegible] Procedure Code, 1908 (V of 1908)

[illegible] of Revenue has directed that—

(i) copies of so much of the valuation roll and of the returns as relate to [illegible] be given to him on payment of the copying fees only.

(ii) on application, which may be in plain paper, from the superior holder [illegible] section 71, copies of returns (without boundaries) filed by the rent-free land-holder should be given on the printed form free of cost.

[illegible] rents to cash-rents should bear court-fees stamps calculated according to Article 6 of Schedule I of Act VII of 1870 (Court fees Act), the calculation [illegible] together, and the cash-rents fixed are all below Rs. 50, the value of the court- [illegible] out of 25 entries in a schedule and the commuted cash-rents in these four cases [illegible]

5. Article 9 of Schedule I of the Court fees Act refers to executive orders or [illegible] orders in which no monetary value is assessable such as those under [illegible] 90, 91 or 113(c) of Act V, B., C., of 1897 (Estates Partition Act) If an order is of a judicial nature and a value can be assessed it should be so [illegible] Article 7 of [illegible]

300 Use of printed forms.—[illegible] they should be made on printed forms.

[illegible] entirely by hand :—

(1) Settlement khatians.

(2) Working khatians.

(3) Settlement khasras.

(4) Settlement khewats.

(5) Settlement village notes.

[illegible]

[illegible]

(8) Forms of kabuliyats.

(9) Forms of pattas.

[illegible] of the Cess Act.

[illegible] Cess Act.

[illegible] the Cess Act.

[illegible] and II.

(14) Application for mutation of names.

[illegible]

[illegible] slip.

(17) Land revenue and cess tauzi ledgers.

(18) Sale proclamations.

[illegible] Improvement Loans Act.

(20) Forms of certificates.

(21) All kinds of chalans.

[illegible] Register II—Ledger of each raiyat in a khasmahal.

(23) Land acquisition awards.

(24) Partition statements.

[illegible] under the Partition Act.

(26) Rent suit fasualas.

301 Procedure for using printed form.—[illegible] certaining fees for authentication on every occasion.

[illegible] court-fee stamps affixed to the applications [illegible] copies [illegible] side only of the form.

302 Cancellation of stamps for copying fees and payment of remuneration to copyists.—[illegible] Deputy Collector in the following form :—

[illegible] Rs. [illegible] and that stamps to this value have been marked 'cancelled' in my presence".

## Correction Slip no. 21

Rule 303, page 88—

[illegible] treated ' from the first sentence

(Correction slip no. 21, the dated 4th April 1966)

---

[illegible] revenue court-fee stamp.

Note. A surcharge at the rate of 0.35 nP. shall be levied on the fee [illegible] under this rule.

304 Maps [illegible] of the recent cadastral surveys are in future to [illegible] printed, and the rules for supply and [illegible] are to be found in rule 331 [illegible] Miscellaneous Rules, 1958 [illegible] are to encourage, as eve[illegible] among parties interested

305 Tracing cloth [illegible] maps, now to be part and [illegible] [illegible] of [illegible]

306. Copies to be issued on pres[illegible] stamp paper [illegible] copies [illegible] [illegible]

[illegible]

not to be retained

307. Use of proper ink [illegible]

CORRECTION SLIP NO 22

Rule 308, page 89—

*substitute* the following for the existing rule :—

[illegible] vide C S c. 22.

[illegible]

punched at the time of attesting the document

(Correction slip no 22, dated the 4th April 1966)

each [illegible] back of [illegible]
of [illegible] stamp in the form given below :—

| | Rs. | a. |
|---|---|---|
| [illegible] | | |
| Application for copies | | |
| Searching fee .. | — | |
| Extra fee .. | — | |
| Authentication fee | — | |
| Number of [illegible] | .. | |
| [illegible] | | |
| [illegible] | | |
| Plain paper - | | |
| Printed forms — | | |
| Tracing cloth ——— | | |
| Copying fee (number of words). | | |
| Total | | |

(In words) Rs.
nP.

---

CORRECTION SLIP NO 23

Rule 310, page 90—

90

(i) In the [illegible] 310 [illegible] 311 [illegible] 311 [illegible] words [illegible] and [illegible].

" In [illegible] (.) after the word [illegible] the [illegible] and [illegible] ('[illegible] Vernacular".

(ii) *Delete* [illegible] "English" and "Vernacular

CORRECTION SLIP NO [illegible]

Rule 311, page 90—

( [illegible] the 2[illegible] 311 [illegible] uncertified".

( In [illegible] 311 [illegible] English' words [illegible] Deleting [illegible]

(Correction slip [illegible], dated the 4th April 19[illegible])

[illegible] 0.20 nP with an adhesive stamp of 0.20 nP. affixed thereto for copies of documents containing from 151 to 300 type written words, and

[illegible] stamp of 40 nP affixed thereto for copies of documents containing from 301 to 450 type-written words. These sheets should be used for copies of lengthy documents. For the concluding portion of [illegible] used according to the number of words remaining to be typed. These charges, it will be seen, correspond [illegible] sheets will be [illegible]ded into three equal parts by blue [illegible] stamped paper

[illegible] (a), at the rate of 20 nP. on the fee prescribed in clause (b) and at [illegible] is levied.

312 Rate of cost [illegible] copy of surveyor's village plans [illegible] rupees per plan

NOTE.—A surcharge at the rate of 40 nP. shall ordinarily be levied on the fee prescribed under this rule. It may be increased at the discretion of the Collector up to 75 nP per plan

313 Differential rates of cost for copies of thakbust and cadastral maps necessary [illegible] these two classes of maps.

**314. Rate of cost for copies of thakbust maps.**—[illegible] 110

**315 Rate of cost for copies of cadastral maps** [illegible] be calculated under rule 310.

**316 Rate for ruling lines in copies of register.**—[illegible] breadth of the page or sheet

**317 Exceptional cases.**—[illegible] charge personally

**318 Copying fees for jamabandis, measurement papers, etc.**—[illegible] English words or 300 vernacular words on each folio.

[illegible] above shall also be levied.

**319. Plain cartridge paper to be pasted.**—[illegible] sheet.

**320. Additional charge to be levied.**—[illegible]

one to three folios.

[illegible] shall also be levied.

[illegible] Preparers

321. [illegible] mentioned, by an officer of the fixed establishment.

321A. [illegible] their preparation.

322. Relationship [illegible] but there must be no concealment of the truth.

323. Number of [illegible]

[illegible]

**324. Payment of remuneration to copyists and typists when employed on work for Government.** [illegible]

[illegible] ment.

**324A Preparation and payment of bills of remuneration to copyists or typists employed in the preparation of Crown briefs** [illegible] the register.

325 To equalize earnings for copyists and typists a list is to be maintained [illegible] in the following form :—

[illegible]

| | | |

327. Payments from additional fee.— [illegible] credited entirely to Government.

328. Remuneration of copyists for copying maps and what materials they are to supply.— [illegible]

329. Register of earning of copyists or typists.— [illegible]

330. Stamped slips to be burnt.— [illegible]

CORRECTION SLIP no. 28

Rule 331, Page 96—

*Delete* the words in the 2nd line of the rule "Whether certified or uncertified".

(Correction slip no. 28, dated the 4th April 1966.)

[illegible]

[illegible]

pay of Rs. 50 [illegible] 2—70—E B [illegible] 2—90

[illegible]

conditions that [illegible]

by absorption.

[illegible] above have been fulfilled

[illegible]

## VI.—Miscellaneous Rules.

**332 Copies of public documents when to be withheld.**—Copies [illegible] are not to be given

[illegible]

372 —

[illegible]

[illegible] and finally accepted by the court as evidence.

[illegible] before the final termination of the case.

[illegible] been proved as completed.

[illegible] upon the purpose

[illegible]

[illegible]

336 Copies required by public officer. [illegible] ment

[illegible] to [illegible] Procedure [illegible] work, [illegible] as [illegible] possible for the court

[illegible] The cost is debitable to "27 Administration of Estates" [illegible]

Orissa, Judicial Department no. 1163 [illegible] in Board's file no. 12—23 of 1930)

[illegible]

337 Inspection of records.—[illegible] agents of the records of pending [illegible] right to inspect; but this must be [illegible] the gazetted officer (including Su[illegible] file [illegible] removal or alteration of documents [illegible] privileged communications.

338 Vernacular rules.—[illegible]

339. [illegible]

## APPENDIX A.

RECORD ROOM REGISTERS.

### FORM NO. 1.

(See rule 143.)

*Shelf Register 41 of Records*

Tauzi no. Name of estate.

Room no. Rack no. Shelf no Compartment no.

1. Serial number of entry
2. Date of filing.
3. Details of record filed
4. Nature of case
5. Class of paper.
6. Remarks (Destruction to be noted here.)

NOTE 1.—Estates will be posted in tauzi number serial order and the estate bundle will be arranged in the same order. In column 4 the nature of the case [illegible]. The remarks column should show [illegible]

### FORM NO. 2.

(*See* rule 144.)

*Form 41 [illegible]*

1. Class of cases
   Serial number
   Names of parties.
4. Date of decision
5. Number of files
6. Classification (A or B)
7. Date of depositing in the record-room
8. Signature of the amla depositing the records.
9. [illegible]
10. Press.
11. Rack
12. Shelf.
13. Number of bundles.
14. Due date of destruction
15. Actual date of destruction [illegible] record-keeper.
16. Remarks

## FORM NO. 3.

(*See* rule 145.)

*No. 41B.—Register showing the receipt and disposal of records*

| Date of receipt | Court or Department from which received |
|---|---|

## FORM NO. 4.

(*See* rule 180.)

*Register 41C of receipt and disposal of revenue records.*

1. Serial number in this register.
2. Description of cases
3. Number of case and year.
4. Names of parties
5. Date of final disposal
6. Number of files
7. Where record is placed
8. Date of receipt by record-keeper.
9. [illegible]
10. [illegible]
11. [illegible] receipt of records)

[illegible]

## FORM NO. 5.

(*See* rule 149.)

*[illegible] 41D [illegible] record-room.*

| [illegible] | Description of [illegible] | Signature of [illegible] | [illegible] | Remarks. |
|---|---|---|---|---|
| [illegible] acquired | [illegible] register B [illegible] | [illegible] post, the number and date of the forwarding memorandum. | [illegible] | [illegible] the record between the date in col. nns 4 and 5.) |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | |

## FORM NO. 6.

(*See* rule 155.)

*General register 42 of Survey records.*

1. [illegible]
2. Number of shelf or compartment.
3. Number and name of village
4. Number of bundle
5. Village plans.
6. Boundary cases
7. Remarks.

## FORM NO. 7.

(*See* rule 114.)

[illegible]

1. Department to which the register refers
2. Serial number of entry.
3. Name and number of register.
4. Period to which each register refers.
5. Number of volumes.
6. Number of entries in each volume.
7. Date on which sent to record-room
8. [illegible] record-keeper and his signature
9. Press
10. [illegible]
11. Shelf
12. Remarks.

NOTE.—Columns 8 to 12 are to be filled up by the record-keeper in the record-room.

## FORM NO. 8.

(*See* rule 114.)

[illegible] *three years but not permanently*

NOTE.—Collection registers are not entered here.

1. Department to which the register refers.
2. Serial number of entry
3. Name and number of register
4. Period to which each register refers.
5. Number of volume.
6. Press, rack, shelf
7. Date on which sent to record-room
8. [illegible] record-keeper and his signature
9. Year when to be destroyed.
10. [illegible] destroyed and date

## FORM NO. 9.

(*See* rule 8.)

*Note of Receipts and Issues of Letters* [illegible] *Department*

| Serial number | [illegible] | [illegible] | Subject. | Where the letter is placed. | [illegible] |
|---|---|---|---|---|---|
| 1 | 2 | [illegible] | [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 3 | [illegible] | [illegible] Dec. [illegible] 1901 | Confirms between of Sibpur .. | II — Between 1 | [illegible] |
| 3 [illegible] | Board | [illegible] | [illegible] | [illegible] | [illegible] |
| 4 | Commissioner [illegible] | [illegible] | [illegible] | [illegible] 2 | [illegible] |
| 3rd January | [illegible] | [illegible] ary 1901 | [illegible] to expenditure of Rs. 35 for | [illegible] | [illegible] |
| 4th January. 5 | Ditto | 12 | Ditto .. Directs acquisition of land for [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] ward aw | [illegible] | [illegible] |

*N.B.* [illegible]

## FORM NO 10.

(See rule 8.)

No [illegible] Receipt by Letter [illegible] Department

| Serial no. | Receipt (Designation of stamp) | Subject. | Where placed. | Receipt No. | Receipt Date. | Receipt No. | Receipt Date. | Stamp value. | Remarks. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14.7 | | | | Tokens | | | | | |
| 2 January | [illegible] nor. | [illegible] between of Kalianpur. | [illegible] | [illegible] | [illegible] 1927. | | [illegible] 1927 | [illegible] | |
| | [illegible] | [illegible] of stamps | [illegible] Stamps 1 | .. | .. | . | [illegible] 1927. | | [illegible] along with serial no 1. |
| 14th January. 3 | Issued | [illegible] Return no X | [illegible] Miscellaneous 3 | | | | [illegible] | [illegible] 1 0 | |
| 20th January. 4 | Commissioner | [illegible] | [illegible] 1 | [illegible] A | [illegible] | | 8th April 1927 | 0 1 0 | |
| | | | | B | [illegible] January 1927 | | | | |
| | | | | S B | [illegible] March | | | | |
| | | | | D O | [illegible] March | | | | |
| | | | | Total | [illegible] March 1927 | | | | |

Note 1. [illegible]

Note 2. [illegible]

Note 3. [illegible]

A. [illegible]

B. [illegible]

S.B. or D.O. [illegible]

[illegible] 3rd May [illegible] for [illegible] under

## FORM NO. 10-A

INDEX

(*See* rule 8.)

[illegible]

*watched.*

[illegible]

CORRECTION SLIP NO. 29,

*The 22nd August, 1966.*

Page 106—

*Insert* the following as a new entry (Form 10-B) below Form no. 10-A at page 106 of the Bihar Records Manual 1960:—

Form No. 10 B.

*Despatch Register*

(To be preserved for two years).

| Serial no. | Date | Addressed. | Description of letters or papers | Value of stamp used | Remarks. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

(Correction Slip no. 29, dated the 22nd August, 1966.)

## FORM No 11

[illegible]

[illegible]

admit of entering any probable number of files as formed.

## FORM No. 12.

(Not to be printed but to be kept [illegible])

(*See* rule 251.)

[illegible] Library

| Serial no. | Date of receipt. | Title of book. | Number of copies. | From whom received. | How disposed of. | Library number. | | [illegible] |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Head. | Number. | |
| 1 | 2 | 3 | | | 6 | | 8 | 9 |

## FORM No. 13.

(Not to be printed, but kept in manuscript.)

(*See* rule 261.)

[illegible]

1. Month.
2. Date.
3. Title of book.
4. Number of copies.
5. Officer to whom lent and his signature.
6. Number and date of each reminder issued.
7. Date of return.
8. Remarks.

## FORM No. 14.

(Not to be printed, but kept in manuscript.)

(*See* rule 247.)

*Catalogue of books in the Library.*

| Group no. | | Title of group. | | |
|---|---|---|---|---|
| Title of book and serial number in group. | Number of volumes. | Number of copies in Library. | Almirah or rack no. | Shelf no. |
| 1 | 2 | 3 | 4 | |
| | | | | |

110 THE [illegible] [illegible] [illegible]

**FORM No. 16.**

(See rule 276.)

*Register no. 170 of applications for copies.*

| Serial number. | Name of applicant. | Date of application | Nature of document of which | Number of folios or value of | For copying fees. | | |

FORM No. 17.

(See rule 329.)

*Register (see rule 1) of [illegible] of [illegible] for the month of*

| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | Total of columns 6, 7 | Total realised. | Remarks to support [illegible] | [illegible] |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | [illegible] | [illegible] | 6 | 7 | 9 | 10 | 11 | 12 |
| | | | | Rs. [illegible] P. | Rs. [illegible] P. | Rs. [illegible] P. | | Rs. [illegible] P. | Rs. [illegible] P. | Rs. [illegible] P. | |

## FORM No. 17A.

(*See* rule 324A.)

*[illegible] for the [illegible] of Crown briefs for the month of* 19

| [illegible] | [illegible] | Date of the order of the requisitioning authority. | Description of the brief required. | Date of receipt of the order mentioned in column 3 with the signature of the [illegible] | Total number of words typed or copied. | Name of the typist or the copyist. | Date on which [illegible] | [illegible] | Attestation by the record-keeper. | Attestation by the Deputy Collector in charge of the Copying Department [illegible] | [illegible] copyists | Date of payment | [illegible] | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**FORM No. 13.**

*(See rule 45.)*

*Forward Diary.*

| Month | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| [illegible] | [illegible] | March. | | July. | August | September. | | | | | |
| April | May. | June | | October | November. | December. | | | | | |

FORM 19

**FORM**

(Not [illegible] printed

(See rule

*List of [illegible] and departments [illegible] which the*

| Name of department and class of records. | January 1[illegible] | | | | | February [illegible] | | | | |

No. 19

[illegible] ipt.)

146.)

*Record-Keeper has to receive records.*

| April 190[illegible] | | | | | May 190[illegible] | | | | | June 190[illegible] | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date of reminder | Date of receipt | Date of certificate prescribed by rule 147 | Number of records received | Number of records [illegible] remaining unbelved at the end of the month. | Date of reminder. | Date of receipt | Date of certificate prescribed [illegible] | Number of records received | Number of records, if any, remaining unbelved at the end of the month | [illegible] | Date of receipt | Date of certificate prescribed by rule 147 | Number of records received | Number of records, if any, remaining unbelved at the end of the month. |

| Oc[illegible] | | | | | November 190[illegible] | | | | | [illegible] | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date of reminder | Date of receipt | Date of certificate prescribed by rule 147 | Number of records received | Number of records, if any, remaining unbelved at the end of the month. | Date of reminder. | [illegible] | [illegible] | Number of records received | Number of records, if any, remaining unbelved at the end of the month. | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |

on the date prescribed by the letter.

## RECORD-ROOM FORMS.

### FORM No. 20.

(*See* rule 129).

*Order-sheet, dated from* *to*

*District* *No.*

*Nature of the case.*

| Serial number and date of order. | [illegible] | [illegible] |
|---|---|---|
| | | |

## FORM No. 21.

(*See* rule 61.)

Fly-leaf 19 .

1ST PAGE.

Office department

Collection no. FILE No. of 19

Serial nos. to

File subject--

| Serial no. in file. | Letters, etc. from whom received or to whom issued. | Number. | Date. | Class of paper. | Remarks. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |

2ND PAGE.

| Serial no. in file. | Letters, etc. from whom received or to whom issued. | Number. | Date. | Class of paper. | Remarks. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |

3RD PAGE. REMARKS.

4TH PAGE. [illegible]

## FORM No. 22.

(*See* rule 114.)

*Sample of labels to registers in Register no 57.*

| | |
|---|---|
| Name—19A | Sales of Khasmahal tenures under section 11, Act VII (B.C.) of 1868, read with Act XI of 1859 |
| Prescribed by | Appendix D, page 216 of the Sale Law Manual 1930. |
| To be preserved—Permanently. | |

## FORM No. 23.

(*See* rule 114).

*Samples of labels to register no 74*

| | |
|---|---|
| Name | 17 Notices of deposit. |
| Prescribed by | Section 61 of Act VIII of 1885. |
| To be preserved | For 3 years |

## FORM No. 24.

(See rule 64.)

*Removal slip note for English correspondence*

The paper marked

1. { File Serial n.....
Collection No. .. .. of year .....
File N

Has been removed to

2 { Collection No. Year
File No.

3 Vide { Dak Book N D
or
Register 61 No . D
N
Register 41D
Year

REMARKS

## FORM No. 25

(See rule 148.)

[illegible]

The papers marked

I. { Pargana..... / Tauzi No / Case No

Has been removed to

II. { Case No / Dyrist No.... / [illegible]

III. Any other record (to be specified in detail below)

## FORM No. 26.

(See rule 126.)

*Combined title-page and fly leaf*

1st PAGE.]

DEPARTMENT..

Case No. of year of Register No.

Estate Pargana Tauzi no.

Petitioner { Opposite party

Under Act ..... of the year

*Date of Decision.* *Date of receipt in Record room*

| [illegible] | [illegible] | [illegible] | [illegible] | Value of stamps | [illegible] |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | |

2ND PAGE.]

| Serial [illegible] | Description of paper | Date of | No. of | Value of | Class of | Remarks |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Serial number of papers [illegible]

Classification
Compared and Found correct

[illegible]

FORM No. 27.

FORM No. 28

*Form of application for copies*

| | | |
|---|---|---|
| 1 | Number and date of application. | |
| 2 | Name, residence and description of applicant. | |
| 3 | Case or proceedings in which such paper is to be found or | |
| | Ordinary proceeding for deposited | |
| 4 | A case pending. Are deposited in court for sample. Extraction from court for sample. | |
| 5 | 20 RP. | |
| 6 | 10 " | |
| 7 | [illegible] | |
| 8 | Number of sheets of plain paper filed with application. | |
| 9 | Court-fee stamps for copies. | |
| 10 | Name of officer before the paper is to be found. | |
| 11 | Date and if extra searching has have been paid for by which copy is to be ready. | |
| 12 | Name of copyist or typist. | |
| 13 | Initial of Record-keeper who files up the preceding column. | |
| 14 | Signature of officer receiving application. | |

## FORM No. 29.

(*See* rule 69.)

*Printed slip for pending files*

.....Department.

Subject

This file is pending and carried over to,

New file no..... of year

## FORM No. 30.

(*See* rule 82.)

*Contents of packet.*

Branch .....Year

File No. From ....To

## FROM No. 31.

(*See* rule 78.)

*Slip to be pasted on the flap of a file board*

Name of Department .

Collection number...

File number .

Subject ..

## FORM No. 32.

[*See* rule 228(A)(2).]

*Notice to take back private documents*

[illegible]

| [illegible] | Name of the party from whom the letter was received | [illegible] |
|---|---|---|
| [illegible] | | [illegible] |

## FORM No. 33.

[*See* rule 228(B) 2) ]

[illegible]

| [illegible] | Names of parties | Nature of documents | Names of persons [illegible] | Item [illegible] |
|---|---|---|---|---|
| [illegible] | | | | |

## ROUTINE FORMS

### FORM No. 34.

*To be printed on red paper*

| | |
|---|---|
| [illegible] | [illegible] |
| No. | No. |
| FROM | FROM |
| [illegible] COMMISSIONER OF DIVISION | THE COLLECTOR OR DEPUTY COMMISSIONER OF |
| To | To |
| THE COLLECTOR OR DEPUTY COMMISSIONER OF | THE COMMISSIONER OF DIVISION |
| *Dated* *the* 19 . | *Dated* *the* 19 |
| OVERDUE RETURN. | RECEIVED AND NOTED |
| On the ending 19 . | OVERDUE RETURN no |
| Which no. . | will be submitted by 19 |
| *Personal Assistant to Commissioner.* | |
| | *Collector* |
| | *Deputy Commissioner* |

## FORM No. 35.

(To be kept in office of receipt.)

URGENT REMINDER.

No

FROM

DIV

To

Dated , the 19

SIR

[illegible]

This office no 1
and to request to return the right hand portion duly filled in before the

SUBJECT

Yours faithfully

N.B. Here note the number and date of purport of reply sent

*To be printed on red paper*

(To be returned to issuing office.)

No

FROM

DIV

To

DIV

Dated , the 19

Your no. , dated 19

SUBJECT

RECEIVED AND NOTED.

Reply will be submitted on the

19

N.B. Here note receipt or issue of [illegible]

Yours faithfully

*To be printed on yellow paper*

## FORM No. 36.

(To be kept in office of [illegible])

COMMISSIONER'S OFFICE, [illegible] DIVISION

[illegible]

FROM

[illegible] COMMISSIONER OF DIVISION

TO

THE COLLECTOR / DEPUTY COMMISSIONER

*Dated* [illegible], the [illegible] 19[illegible].

SIR,

I have the [illegible] our to draw your attention to [illegible] and to state that your return report noted below should reach this office on or before the due date without fail. If the return report is not submitted in time please return the right hand portion of this slip to me on the date on which it is due with the blanks duly filled up.

Yours faithfully,

*Personal Assistant to Commissioner.*

[illegible]

*Due date*

[illegible] office receiving th[illegible] here into the office.

(To be returned to [illegible])

FROM

[illegible]

THE COMMISSIONER OF

*Dated* [illegible], the [illegible] 19[illegible]

Your no. [illegible], dated [illegible]

RECEIVED AND NOTED.

The return report will be submitted by the [illegible]

The delay is [illegible]

*Collector*
*Deputy Commissioner*

*[illegible] on [illegible] paper*

**FORM No. 37.**

*No.* *Dated* .....19 .

Sir,

I have the honour / am directed [illegible]

for the month of is blank.

Yours faithfully,

## FORM No. 38.

## BOARD OF REVENUE, BIHAR

MEMO NO

*Dated the* 19 .

An original petition no. of 19 , filed on behalf of , is forwarded to the Com- [illegible] Division for [illegible] of report and submission of all English [illegible] vernacular [illegible] of the case under [illegible] Part III Chapter V [illegible] page [illegible] of the Bihar Practice and Procedure Manual 1958. All proceedings set up should be paged and [illegible] fly-leaf attached containing a [illegible] in English of the papers [illegible] When a vernacular paper is referred to [illegible] the English report the page of the proceedings should be noted as well as the [illegible] of the paper in question. The papers under reference should be indexed and marked with flags. The [illegible] has been fixed for the hearing of the case. The records should reach the Board on or before the 19

2. It will be the duty of the Collector to cause the immediate [illegible] of the date of hearing to be served on the parties to the case or their respective [illegible] and to return the original notice with [illegible] date thereto to the Board's office with the parties' signatures in token of receipt which should be [illegible] in every case (*vide* rule 90, *ibid*).

3. The Court sits at A M This fact should be stated in the notice.

4. The attention of the Collector should be drawn to the Board's [illegible] memo no [illegible] dated the 12th January 19[illegible] regarding the issue of notices to all the parties concerned in partition cases.

5. The return of the petition is requested.

6. Steps should be taken to represent the Agricultural Income-tax Sales Tax Excise Department at the hearing.

By order of the Board of Revenue, Bihar,

For *Secretary*.

---

MEMO. NO.

## COMMISSIONER'S OFFICE

*Dated the* 19

Copy forwarded to the of with the request [illegible] the record of the case referred to may be submitted on or before the 19

2. The hearing notice should be served on the parties and [illegible] as soon as the Board of Revenue direct.

*Personal Assistant to Commissioner.*

## FORM No. 39.

CASE NO. of 19 -19

COMMISSIONER'S COURT

*Dated* , *the* 19 ,

PRESENT :

*Commissioner.*

Appeal from the order of the Collector of

Date in the matter of the

Appellant.

*versus*

Respondent.

For Appellant *Pleader*

*Revenue Agent.*

For Respondent *Plead*

*Revenue Agent.*

DECISION

## FORM No. 40

MEMO NO.

COMMISSIONER'S OFFICE

*The* 19

[illegible] with [illegible] to [illegible] the [illegible] of [illegible] form [illegible] and [illegible] with reference to his letter no. [illegible] dated [illegible]

[illegible] acknowledgement of the receipt of the [illegible] is [illegible]

*Personal Asstt. to Commissioner*

### MEMO. OF ACKNOWLEDGMENT.

[illegible] the record forwarded with memo. no. [illegible], dated the [illegible] 19, from the Commissioner of [illegible].

DATED [illegible] 19 . } *Signature of officer,*

*Designation.*

*Notice fixing the date of hearing*

*To be printed on post-card size paper.*

**FORM No. 41.**

IN THE COURT OF THE COMMISSIONER OF THE DIVISION

*Personal Assistant to the Commissioner.*

कचहरी कमिश्नरी डिवीजन

मोकद्दमा नम्बर सन् १९ -१९

अपीलान्ट

मायल

बनाम

रेस्पान्डेन्ट

मसीवल

नोटिस बनाम

मोकद्दमा मजकूर इस मतलब [illegible] नारायण [illegible] का १९

मोकर्रर हुआ है लहजा नोटिस दिया जाता है कि नारायण मजकूर या हाजिर होकर

पैरवी करो ता० माह सन् १९

IN THE COURT OF THE COMMISSIONER OF THE DIVISION

*Personal Assistant to the Commissioner.*

কাছারী কমিশনার ডিভিশন,

মোকদ্দমা নং ১৯

আপিলাণ্ট

দরখাস্তকারী

বনাম

রেস্পণ্ডেণ্ট

প্রতিপক্ষ

নোটিশ বনাম

যেহেতু উপরোক্ত মোকদ্দমার বিচারের দিন আগামী তাং ১৯

তোমাকে

ধার্য্য হইয়াছে, অতএব অত নোটিশ দ্বারা—— —সংবাদ দেওয়া যাইতেছে

তোমাদিগকে

তুমি

যে উক্ত তারিখে —— অ৲ আদালতে উপস্থিত হইয়া মোকদ্দমার তদবিরাদি

তোমরা

করিবে। ইতি সন ১৯ সাল তাং

FORM No. 42.

REMINDERS ISSUED—

1st no. , date

2nd no. , date

3rd no. , date

ENCLOSURES—

*No.* , *dated*

SIR,

## FORM No. 43.

(On [illegible] paper)

No.

FROM

THE COMMISSIONER OF THE

TO

THE SECRETARY TO THE GOVERNMENT OF BIHAR, BOARD OF REVENUE, BIHAR.

DEPARTMENT.

*Dated* , the 19

SIR,

I have the honour to invite your attention to my letter/memo. no. , dated the regarding and to enquire what orders, if any, have been passed by Government/the Board on it.

Yours faithfully,

*Commissioner.*

*To be printed on yellow paper.*

(On [illegible])

No.

FROM

THE SECRETARY TO THE GOVERNMENT OF BIHAR,

BOARD OF REVENUE, BIHAR,

TO

THE COMMISSIONER OF

*Dated* , *the* 19

Your no. , dated 19

REPLY.

Yours faithfully,

*Secretary.*

## FORM No. 44.

*D. O. reminder form*

COMMISSIONER'S OFFICE,

*The* 19

DEAR SIR,

I am [illegible] to [illegible] personal atte[illegible] tion to [illegible] dated the [illegible] regarding

Reminders have already been sent to you, and I am to ask when a reply may be expected.

Yours faithfully,

*Personal Assistant to Commissioner.*

*To be printed on slip of paper.*

## FORM No. 45.

## PAPER

UNDER

## DISPOSAL.

NOTE.—This is to be used in lieu of the ordinary reminder on green paper.

## FORM No. 46.

*To be printed on post card size paper.*

REMINDER

No.

*Dated* 19

SUBJECT.—

The undersigned has the honour to be directed to draw the attention of to this office no. of on the subject noted above and to request an early reply thereto.

(Designation.)

## FORM No. 47.

[*See* rule 195(*b*).]

(*Form of letter to accompany records.*)

No.

FROM

TO

*Dated* , *the* 19

SIR,

I have the honour to forward herewith [illegible] as the original record of the case noted in the margin, [illegible] received with your no. , dated the 19 .

Yours faithfully,

[*See* rule 195(*d*).]

(*Memorandum of acknowledgment.*)

RECEIVED the record forwarded with letter no , dated the 19 , from the of

*Signature and Designation of Receiving Officer*

*Dated* , *the* 19

## FORM No. 48.

[See rule 195 (c)].

*(Form of letter advising the despatch of records)*

No.

FROM

To

*Dated* , the 19 .

SIR,

I have the honour to inform the despatch this day by parcel post to your address of the original record of the case noted on the margin, noted for the receipt, with your no , dated the

(1) The parcel bears the number and date of the letter enclosed therein, viz., no. , dated the

(2) The receipt duly signed of the form of acknowledgment annexed to the forwarding letter is hereby requested as requested

Yours faithfully,

**FORM No. 49.**

*Board's Flags A to Z.*

**FORM No. 50.**

(*See* rule 70.)

*Blank File boards*

## CLASSIFIED LIST OF VERNACULAR RECORDS

### CLASS A

*(To be left unmarked.)*

### TO BE KEPT PERMANENT.

I. The cases or proceedings specified below.

(1) All petitions, excepting those under Regulation VIII of 1819, which are struck off as barred or for default, and also excepting those which have no bearing on the issues in the case such as petitions for adjournments etc. which should be placed under Class C.

(2) Plaints and pleadings.

(3) All lists of exhibits and all receipts for returned exhibits.

(4) All measurement and other [illegible] papers.

(5) All maps.

(6) The actual geographical sketch of the [illegible].

(7) The final judgment and decision or order.

(8) The concluded title page and fly leaf in which A papers are referred to.

(9) The papers on the following cases and proceedings or appeals in which the result [illegible] which are struck off in default which are to be preserved for two years only:—

(a) Settlements.

(b) Partitions or Batwara (with the exception of all papers) which are not permanent (important such as *credit* papers, rough *[illegible]*, rough *estimates*, reports of Amins, save those of delivery of possession) and estimates for adjustment, these should be preserved for six years after the final disposal.

The Batwara estimates prepared under section 37 of the Partition Act should be preserved for six years after the conclusion of the partition proceedings or until the accounts relating to them have been audited, whichever may be the longer.

(c) All proceedings (*except as Notices of Deposit*) under the Rent Laws and Tenancy Acts attached up to date.

[illegible] for [illegible] Registry [illegible] or for Special Registry under the Sale Laws.

(e) Government suits

(f) Resumption.

(g) Sales of all kinds

(h) [illegible] retained

(i) [illegible] any longer

II The following return

No. XLI [illegible] Revenue Department

III Records in certificate cases—

| | |
|---|---|
| [illegible] suit instituted. | [illegible] 12 years [illegible] parties in the case of a sale of immovable property having been finally confirmed. In the Santal Parganas the period should be 12 years or the completion of the next settlement, if less. |
| (b) Other cases in which an objection has been [illegible] suit instituted | After 12 years. |
| [illegible] | [illegible] valuable property. When they do not so relate. After 3 years |

*IV [illegible] records [illegible] Revenue [illegible] dealt with [illegible]

[illegible] Chapter XXXI of the Bihar Survey and Settlement Manual 1929.

The records of cases are divided into two parts :—

Part I —Original suits and cases.
Part II —Execution cases and appeals.

## PART I

The records of Part I cases fall into two classes—

### *Class I.*

(a) [illegible] for enhancement and reduction of rent.

(b) Commutation of rent.

(c) [illegible] the rent [illegible]

(d) Improvements.

(e) Acquisition of land.

(f) Relinquishment.

(g) Ejectment.

(h) [illegible] or of some third party to receive the rent.

(i) [illegible]

(j) Annulment of encumbrances.

### *Class II*

(1) [illegible] class I.

(2) Every [illegible] File A, File B, File C and D [illegible] File C and File D.

(3) File A shall contain :—

(a) Title-page
(b) Table of contents } combined.
(c) The order sheet

(d) The plaint or application together with any schedule annexed thereto.

(e) The written statement of the defendant or the counter-petition.

(f) Memorandum of the issues.

(g) A copy of [illegible] of a compromise if given effect to in the decree [illegible] report and the report [illegible] of a [illegible] matters relating to immovable property if referred to or given effect to in the decree [illegible] portion of the [illegible] taken by such Commissioner also in the case [illegible] or by [illegible] of the court approving a compromise as beneficial to the minor or lunatic.

(h) The order of [illegible] for account or issues or for partition with the [illegible] and the judgment upon which such order is founded.

(i) The judgment.

(j) The final decree.

(k) A copy of the judgment and decree of the appellate court or courts (if any).

A files shall be preserved permanently.

Note [illegible] of the Chota Nagpur Tenancy Act, a file shall contain:—

1. Title-page—table of contents.
2. Order sheet.
3. Application for commutation of rent.
4. Written statement of the defendant.
5. Local Inspection report.
6. Crop-cutting reports and statements.
7. [illegible] showing average [illegible]
8. Statement of average existing cash rents in the vicinity.
9. Map showing classification of lands.
10. Petitions of compromise and award of arbitrator, if any.
11. Decision.
12. Rent schedule.

(4) File B shall contain:—

(a) In cases falling under class I—

(1) Title-page } combined.
(2) Table of contents. }

(3) All [illegible] on which the subject matter of the suit or case is decided

(4) Lists of documents admitted in evidence.

(5) All [illegible] papers including those relating to proceedings incidental to the suits not specified as included in Files A, C and D

(*b*) In cases falling under class II—

(1) Table of contents

(2) All papers other than those specified in rules 5 and 6 below

B files shall be destroyed after 12 years

[illegible] date of disposal.

(5) File C shall contain :—

(1) Table of contents.

(2) All [illegible] lists of witnesses' [illegible] to fix the date of [illegible] or adjournments [illegible] papers or records and affidavits [illegible] in this rule

File C shall be destroyed after two years

[illegible] from the date of the decree.

(6) File D shall contain the exhibits and other documents belonging to private parties filed in [illegible] with the list or subsidiary papers with which such [illegible] was filed

The papers in packet D will be disposed of in accordance with the rules laid down in Chapter V.

## PART II

(7) The records of Part II cases are to be [illegible] and preserved as follows

(*a*) Proceedings on an application to set aside a decree

[illegible] the record of the [illegible] execution [illegible] dismissed [illegible] the Civil Procedure Code (Act V of [illegible]) and [illegible] under Part I, class I (*a*) or (*b*).]

[illegible] the case

[illegible] and marked, respectively, File A and File B

In that case File A shall contain :

(i) Title-page
(ii) Table of contents } combined

(iii) The application for execution.

(iv) The order sheet.

[illegible] or effect of the decree, and any counter-petition.

[illegible] the appellate Court or Courts, if any.

[illegible] property is given in pursuance of the decree [illegible] of possession

[illegible] will [illegible] ple D

[illegible] file being attached to the B file

[illegible] according to the nature of the suit or case.

[illegible] Parts I and II [illegible] shall be classed [illegible] off in default

(c) To [illegible]

(d) In [illegible]

the colour for the A file being w[illegible]
the colour for the B file being red,
the colour for the C file being yellow,
the colour for the D file being green.

V. [illegible] should be treated thus :—

(a) If [illegible] are revised or rewritten in accordance therewith

(b) If [illegible] for 25 years after the date of their decision.

VI. The following miscellaneous papers :—

(a) Reports of [illegible] destroyed.

(b) Assessment papers.

(c) [illegible] dividuals

(d) [illegible] under khas tahsil.

(e) General powers of attorney.

(f) [illegible]

VII. Of Survey Records* [illegible] following should be carefully preserved :—

(1) Professional survey volumes.

*[illegible] of the Bihar Survey and Settlement Manual, 1959.

(2) Maps of all kinds prepared by Superintendents of Survey or Revenue Surveyors with [illegible] and field books appertaining thereto.

(3) Mauzawar and Mahalwar registers [illegible] vernacular [illegible] excess or [illegible] to the [illegible] according to the rules laid down above.

(4) [illegible] are referred to [illegible]

(5) [illegible] be treated as papers under class C.

VIII. Records [illegible] under the Bihar Tenancy Act VIII of 1885:

| | |
|---|---|
| 1. Section 12—Notice of transfer of tenures | As "A" papers |
| 2. [illegible] of tenures. | As "B" papers |
| 3. Section 18—Notices of transfer of tenures | As "B" papers |

4. [illegible]
(1) Title-page—table of contents
(2) Order sheet.
(3) Application for commutation of rent.
(4) Written statement of the defendant.
(5) Local inspection report
(6) Crop-cutting reports and statements
(7) [illegible]
(8) Statement of average existing cash rents in the vicinity.
(9) Map showing classification of lands
(10) Petitions of compromise and award of arbitrator, if any.
(11) Decision
(12) Rent Schedule.

A [illegible] papers [illegible] for 12 years [illegible] over period be longer.

| | |
|---|---|
| 5. Sections 69 and 70—Appraisement or [illegible] | Should be kept for 12 years [illegible] over [illegible] longer |
| 6. Section 80—Registration of landlord's improvement. | As "A" papers. |

| | |
|---|---|
| [illegible] for recording evidence of improvements and of right to make improvements. | [illegible] |
| [illegible] | [illegible] classed as "B"] or until next settlement under Chapter X of the Bihar Tenancy Act, whichever be longer. |
| 9. Sections 101(2) (a) and 103 —Record-of-rights. | As "A" papers. |
| 10. Section 103 A .. .. | To be destroyed after the completion of the next revisional operations. |
| 11. Section 118 —Determination of proprietor's private land | As "A" papers. |
| 12. Section 167—Annulment of encumbrances | As "A" papers. |
| 13. Section 53 —Proceedings against *malikis* (not granting *pucca* receipts. | As "B" papers. |
| [illegible] .. | As "C" papers. |

[illegible] rights and maps prepared in course of settlements under section [illegible] over by the Settlement Officers, at the conclusion of the operations.

[illegible]

IX. [illegible]

### (a) *Returns and Reports.*

[illegible] Local Cess on lands and mines

2. Annual Reports.

3. [illegible]

### (b) *Correspondence.*

[illegible] form.

2. General powers-of-attorney.

1. All documents [illegible] with their return.

4. Final orders in cases of objection.

5. [illegible] V of the Cess Act.

X. [illegible] following [illegible] Excise Department :—

132. Yearly return of Excise revenue.

XI. [illegible] Act XIX of 1881 [illegible] XII [illegible] shall be [illegible] year from the date of [illegible] years [illegible]

## CLASS B.

*(To be marked with the letter B.)*

TO BE KEPT IN THE RECORD ROOM FOR TWELVE YEARS AND THEN DESTROYED.

N. [illegible] described in [illegible] 227 to 232 [illegible] Rules.)

I. [illegible] in the following cases :—

(a) Notices of [illegible] applications for [illegible] under the Rent Laws.

(b) Execution of Government Decrees.

(c) Recovery of Stamps in Pauper Suits.

(d) Applications for Waste Lands.

(e) Claims to Money in Deposit.

(f) [illegible] each page [illegible] which B papers are referred to.

II. The following applications :—

(a) From [illegible] grants for lands of the applications have been granted.

(b) For payment of malikana.

(c) For a certificate to obtain mutation which certificate has been struck off.

III. Records of cases in which certificates of competence are granted or refused.

IV. The following records appertaining to the Excise Department :—

*(a) Returns and Reports.*

1. Annual budgets and estimates of revenue.*
2. Quarterly and kistwar returns.
3. [illegible] returns received from zamindars, [illegible] and rent-free landholders.
4. Returns of serving officers.
5. Valuation statements.
6. Valuation Rolls.

*(b) Correspondence.*

1. All petitions of objection.
2. Deposition of witnesses.
3. [illegible]
4. Special powers of attorney.

[illegible] clause 2 of section 96.

[illegible] classified as "A" papers.

[illegible] effect to.

V. [illegible] Excise Department :—

[illegible] drawing up in case of establishment of Excise offices.

125. [illegible]

126. Abstract list of licenses.

[illegible] Excise Department.

[illegible] transport and consumption of *Ganja*.

*Bhang*.

---

* [illegible] years and establishment [illegible]

146. [illegible] during the quinquennial period.

148. Report on inspection of the Excise office.

149. Report on inspection of a distillery.

150. Report on inspection of a spirit warehouse.

155. Inspection report on ——— *Ganja* / *Bhang* warehouse.

157. Security bond for the use of Excise officer.

158. [illegible] excisable articles without payment of duty.

XIV. Report in cases of opium smuggling.

27. License for the wholesale sale of country spirits in contract areas.

28. [illegible]

29. [illegible]

40. [illegible]

47. [illegible] wholesale of *bhang*.

E.I.B. 5. Finger impression slip.

[illegible] price of liquor monthly paid to them.

CLASS C.

*(To be marked with the letter C.)*

TO BE KEPT IN THE RECORD ROOM FOR TWO TO [illegible] YEARS AND THEN DESTROYED.

(No [illegible] this class.)

All [illegible] Registers [illegible] are referred to.

I [illegible] are referred to.

II. [illegible] for arrear of revenue whether refused or granted.

III. Papers in the following cases :—

[illegible]

(c) Cancelled certificates to Revenue Agents.

(d) Cancelled licenses to stamp vendors.

IV. [illegible] Department.

(a) Miscellaneous applications and papers.

(b) Letters of mere form.

[illegible] in which no valuation or assessment was made.

V. [illegible] Department :—

1. License for the wholesale vend of foreign liquor.

[illegible] tion off or on the premises.

[illegible] tion "on and off" the premises.

[illegible] and other vessels.

[illegible] refreshment room.

[illegible] dining car.

[illegible] gazow.

8. Hotel license.

9. Restaurant license.

10. Bar license.

[illegible] and entertainment.

12. Late-closing license.

[illegible] and chemists.

14. [illegible] and druggists.

15. Permit to obtain rectified spirit manufactured in India for manufacture of medicines.

16. License for the manufacture of perfumes and toilet preparations.

17. Permit to [illegible] rectified spirit manufactured in India without payment of duty [illegible] purposes.

18. License to construct and work a brewery.

19. License for compounding [illegible] liquor.

20. License for [illegible] liquor.

21. License for the retail vend of foreign [illegible] tary [illegible] [illegible]

22. License for the wholesale sale of denatured spirits.

23. License for the [illegible] of [illegible]

24. License for the [illegible] for storage of [illegible]

25. License for the manufacture of denatured [illegible] of the same duty free.

26. License for the [illegible] spirit [illegible] for a contract warehouse.

27. License for the [illegible] spirit in outstills.

31. License for the sale of unfermented *tari*.

32. License for the retail sale of fermented *tari*.

33. License for the manufacture of *tari*.

34. License for the retail sale of *pachwai*.

35. License for the home brewing of *pachwai* for [illegible] consumption.

36. Special license for the manufacture of *pachwai* at home for private consumption.

37. License for the retail sale of *ganja*.

38. License to sale in wholesale *ganja* stored in a licensed warehouse.

39. License for the retail sale of *bhang*.

40. License for the sale of [illegible]

44. Permit to [illegible] for [illegible] brewing of *pachwai*.

46. Pass for the export/transport of liquor under bond.

47. Pass for removal of denatured spirit from a distillery or warehouse.

48. Application for pass to remove denatured spirit [illegible]

49. Pass for the import/transport of excisable articles [illegible] under a general/special bond.

50. Pass for the export/transport of [illegible] [illegible] bond, [illegible]

51. Export pass book for [illegible]

52. Pass for [illegible]

53. Permit for [illegible]

54. Pass for [illegible] turing outstill to a branch shop.

55. *Tari* carriers' pass.

56. Permit [illegible] excise [illegible] from a [illegible]

57. *Ganja* import pass.

58. Permit for the importation of *charas*.

59. Pass for the import of cocaine.

60. Permit for the possession of more than 20 grains/1 drom of [illegible] by manufacturers of hospitals and [illegible] Government, [illegible]

61. Permit for the transport of [illegible]

62. Permit for [illegible] import of [illegible] from outside [illegible] etc.

78. Duty [illegible] statement [illegible] of [illegible] cleared and kept in store and of duty levied in a brewery.

118. Diary of Excise officers.

119. Statement showing the work done by Excise officers.

120. Monthly statement to be submitted by the Excise Deputy Collectors to Commissioner of Excise.

121. Monthly [illegible] of [illegible] opium and *ganja*.

122. Statement of confiscated cocaine.

123. [illegible]

127. Sale notification.

128. [illegible] licenses.

129. [illegible] licenses.

130. Promissory note.

131. Receipt for license fees for Excise shops.

132. [illegible]

133. Distress warrants

134. [illegible]

138. List of articles found on search

139. [illegible]

140. Defect report of articles of clothing.

141. [illegible]

142. Quarterly return of Excise revenue.

147. [illegible] on account of non-contract contingencies.

151. [illegible] spirit

152. Report on inspection of outstills.

153. [illegible] *ganja*

*bhang*

154. [illegible] for manufacture of spirit *

E. I. B. 6. Search slip

" 7. Primary and secondary classification.

" 8. Objection memo. to finger impression slip.

" 9. Death report of a convict, etc.

[illegible]

*To be kept until three years after the manufacture has ceased

I. License for the retail sale of opium.

III License for the retail sale of poppy-heads.

V. Druggists' permit.

VI. Opium export pass.

VI(*a*). Transport pass book for Excise opium.

IX. Annual indent for opium.

X. Advice of despatch of opium.

XI. Receipt for *abkari* opium.

XV [illegible]

XVI. Warrant.

XVII [illegible]

XVIII [illegible]

A. Pass for the import of morphia drugs

B. Transport pass for morphia drugs.

[illegible] of morphia drugs by a dealer.

D [illegible] cription of morphia drugs by a chemist.

[illegible] morphia drugs.

[illegible]

[illegible] of [illegible]

---

REGULATION FOR THE SAFE CUSTODY, PRESERVATION, INSPECTION AND PRODUCTION OF THE ELECTION PAPERS.

[illegible] Parts VI and VII of the Bihar [illegible] Assembly Elections Rules [illegible] Part IX of the Bihar Legislative Assembly Elections [illegible] Rules [illegible] Part VI of the Bihar Legislative Council Elections Rules [illegible] *d*, Part VII of the Bihar [illegible] Elections Rules [illegible] 846 Eec [illegible] 1937 (*pages* 217–18 [illegible] 284–85) and 317 [illegible] *of the Bihar Election Manual* 1938, *Vol. II*).

*Cases for [illegible] records of the [illegible] of Commercial Taxes.*

[illegible] ruon.

N[illegible] the Collectorate to [illegible] the Superintendent [illegible]

[illegible] pondence shall be preserved as follows :—

[illegible] the Assistant Commissioner, in the case of records [illegible] shall be retained permanently

N[illegible] shall be treated as the records of the one and the same year.

(2) *Returns* [illegible] under the relevant order sheet. Returns under the [illegible] after five years except in the case of returns of companies of which the returns, together with the [illegible] thousand or more. These returns together shall be kept for 12 years.

[illegible] years

[illegible] and Taxes and Deputy Commissioners of Commercial Taxes shall be preserved in the office of the Commissioner of Commercial Taxes.

(4) *Records* [illegible] as an assessee continues to remain registered, and [illegible] another twelve years.

(5) *Miscellaneous* [illegible] be [illegible] for [illegible] which they relate.

7. *Registers and* [illegible] *records.* The procedure laid down in this manual may be followed.

[illegible]
*under the Workmen's Compensation Act, 1923.*

I. Case records.

[illegible]

[illegible]

(1) General register of applications

(2) Register of deposits.

(3) Register of agreements.

[illegible]

III. [illegible] preserved for twelve years only.

[illegible] (10) *of Police Manual, Volume III.*

[illegible] twelve years.

APPENDIX E.]

[illegible]

[*Vide* rule 114.]

| Serial [illegible] | No. of forms in [illegible] XXV. | Name of Register. | Period of [illegible]. | A[illegible] [illegible]. | |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | |
| | | ACCOUNTS BRANCH (TREASURY). | | | |
| | | REGISTERS SUBSIDIARY TO CASH BOOK (RECEIPTS). | | | |
| | 104 | [illegible] | [illegible] years | [illegible] | [illegible] |
| [illegible] | | [illegible] | 2 | [illegible] | |
| 3 | 106 | [illegible] | 12 | [illegible] | [illegible] |
| 4 | [illegible] | [illegible] | 12 | [illegible] | [illegible] |
| 5 | [illegible] | [illegible] | 12 | [illegible] | [illegible] |
| 6 | 109 | [illegible] | 2 | [illegible] | [illegible] |
| 7 | 111 | [illegible] | [illegible] | [illegible] | [illegible] |
| 8 | 112 | [illegible] | 12 years | [illegible] | [illegible] |
| 9 | 113 | Register of recoveries of [illegible] | 12 [illegible] | [illegible] | [illegible] |
| 10 | 114 | [illegible] | 12 | Ditto. | |
| | 115 | [illegible] | 1 | [illegible] | |

| Serial no. | No. of forms in Schedule XXV | Name of Register. | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd.* REGISTERS SUBSIDIARY TO CASH BOOK (RECEIPTS)—*contd.* | | |
| [illegible] | 116 | [illegible] for Works Cess | [illegible] | [illegible] 1923 [illegible] |
| 13 | 117 | Register of Land Revenue Receipts Pt. II | 12 " .. | Articles 278, [illegible] |
| 14 | 118 | Register of Salt Receipts .. | 12 " .. | Ditto. |
| [illegible] | 119 | Register of sales of stamps and [illegible] | 12 " .. | Ditto. |
| [illegible] | 120 | Register of sales of stamps [illegible] | 12 " .. | Ditto. |
| 17 | 121 | Register of Miscellaneous Stamp Receipts. | 12 " .. | Ditto. |
| 18 | 122 | Register of Excise Receipts.. | 12 " .. | Ditto. |
| 1 | [illegible] | [illegible] Receipts on account of Road Public Works Cess. | [illegible] | [illegible] Manual, 19[illegible], Appendix S. |
| 20 | 124 | [illegible] | 12 " | [illegible] |
| 21 | 125 | Register of Taxes on Income Receipts | 12 " . | Ditto. |
| [illegible] | [illegible] | [illegible] | [illegible] | Ditto |
| [illegible] | [illegible] | [illegible] Justice Receipts. | [illegible] | Ditto |
| 24 | [illegible] | [illegible] | 2 | Ditto. |
| 25 | 129 | Register of Police Receipts .. | 12 " .. | Ditto. |
| 26 | 130 | Register of Education Receipts. | 12 " .. | Ditto. |
| [illegible] | 131 | [illegible] | 12 " . | Ditto |

| Serial no. | No. of form in Schedule XXV. | Name of Register. | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd* Registers subsidiary to [illegible] | | |
| 28 | 132 | Register of Agricultural [illegible] | 12 years .. | Article 278, Civil [illegible] |
| 29 | 133 | Register of Scientific and other Miscellaneous Department Receipts. | 12 „ .. | Ditto. |
| 30 | 134 | Register of receipts on account of Stationery and Printing | 12 „ .. | Ditto. |
| 31 | .. | Register of Public Health Receipts. | 12 „ .. | Ditto. |
| 32 | .. | Register of Receipts on account [illegible] | 12 „ .. | Ditto |
| [illegible] | 135 | Register of Miscellaneous [illegible] | 12 „ .. | Ditto. |
| [illegible] | 136 | Register of Orders on Sub-[illegible] jected (Civil Account Code, no 46) | 6 „ .. | Article 349, [illegible] |
| 35 | 137 | Register of Receipts (for [illegible] | 12 „ .. | Article 278, [illegible] |
| 36 | 140 | Register of Receipts for Public Works and Road Cess (other districts). | 12 „ .. | Ditto. |
| 37 | 14 | Register of Receipts on account of the Survey Department | [illegible] | Ditto |
| 38 | 9 | Register of Forest Remittances. | 12 „ .. | Article 410, Civil Account Code. |
| 39 | 11 | Register of Fines realised .. | 12 „ .. | Article 278, Civil Account Code |
| 40 | 13 | Register of Remittances received | 12 „ .. | Ditto |
| 41 | 14 | Register of Unclassified Receipts. | 12 „ .. | Ditto |

| Serial No. | [illegible] | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd.* | | |
| | | REGISTERS SUBSIDIARY TO CASH BOOK (PAYMENTS). | | |
| 4 | | [illegible] | [illegible] | [illegible] |
| 43 | 152 | Register of Payments on account of the Postal Department | 12 ,, | Article 278, Civil Account Code |
| 44 | 153 | Register of Deposit Payment | 12 ,, | Article 201, Civil Account Code. |
| 45 | 154 | Register of Local Bills paid | 12 ,, | Article 381, Civil Account Code |
| 46 | 155 | Register of Foreign Bills paid | 12 ,, | Ditto. |
| 47 | 156 | Register of Salaries of Gazetted Officers. | 12 ,, | Article 278, Civil Account Code. |
| 48 | 157 | Register of Establishment Charges and Salaries of Sub-Assistant Surgeons. | 12 ,, | Ditto. |
| 49 | 159 | Register of Pensions | 12 ,, | Ditto. |
| 50 | 160 | Register of Contingent and Travelling Payments. | 12 ,, | Ditto. |
| 51 | .. | Register of Jail Department charges | 12 ,, | Ditto. |
| 52 | .. | Register of Police Department charges. | 12 ,, | Ditto. |
| 53 | 161 | Register of Educational Charges. | 12 ,, | Ditto. |
| 54 | 164 | [illegible] | 1[illegible] | [illegible] |
| 55 | 165 | Register of Payments on [illegible] vances by Provincial [illegible] | 12 ,, | Article 278, Civil [illegible] |

| [illegible] | [illegible] | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| [illegible] | [illegible] | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd.* REGISTERS SUBSIDIARY TO CASH BOOK (PAYMENTS)—*contd.* | | |
| [illegible] | 27 | [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | Register of Payments on account of Military Cheques. | 12 " .. | Article 486, Civil Account Code |
| [illegible] | 6 | Register of Miscellaneous Military Payments | 12 " .. | Ditto. |
| [illegible] | 7 | Register of Payments of Public Works Cheques. | 12 " .. | Ditto. |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| [illegible] | 35 | [illegible] | [illegible] | [illegible] |
| [illegible] | 4 | Register of Trust Interest [illegible] | 12 " .. | Article 278, Civil [illegible] |
| [illegible] | 41 | Register of Payments of Permanent Malikana | 12 " .. | Ditto. |
| [illegible] | 4 | Register of Payments of Temporary Malikana | 12 " .. | Ditto. |
| [illegible] | 47 | Register of Pensions from the [illegible] | 12 " .. | Ditto. |
| [illegible] | 5 | Register of Payments on account of the Cess Department | 12 " .. | Ditto. |
| [illegible] | 51 | Register of Partition Charges | 12 " .. | Ditto. |
| [illegible] | 5- | Register of Public Works Charges. | 12 " .. | Ditto. |
| [illegible] | [illegible] | Register of Refunds .. | 12 " .. | Ditto. |
| [illegible] | 54 | Register of Settlement Charges. | 12 " .. | Ditto. |
| [illegible] | [illegible] | Register of Unclassified Charges | [illegible] | Ditto. |

| Serial no. | No. of form in Sch. E, XX | Name of Register | Period of [illegible] | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH | | |
| 72 | .. | Register of Income-tax [illegible] | 12 years .. | Article 278, Civil Account Code. |
| 73 | | [illegible] partment charges | [illegible] | [illegible] |
| 74 | .. | Register of Audit charges .. | 12 " .. | Ditto. |
| 7 | [illegible] | [illegible] Payments. | [illegible] | [illegible] |
| | | OTHER REGISTERS. | | |
| 76 | 176 | Cash book (Civil Account Code, no. 32). | 35 " .. | Ditto. |
| 77 | 241 | [illegible] | 35 | [illegible] |
| 78 | [illegible] | [illegible] Daily Balance Sheet (Civil Account Code, no. 39) | 12 " .. | [illegible] Account [illegible] |
| 79 | 224 | [illegible] | 6 | [illegible] 281 [illegible] |
| 80 | 178 | [illegible] | 3 | [illegible] |
| 81 | 179 | [illegible] Repayments of Personal Deposits, etc. | 1[illegible] " | [illegible] 345, [illegible] Account Code. |
| 8[illegible] | [illegible] | [illegible] Receipts (Subdivision). | [illegible] " | [illegible] 2[illegible] [illegible] Account Code. |
| 83 | 227 | Register of Receipts at Subdivisions on account of Civil and Small Cause Courts | 12 " .. | Ditto. |
| 84 | [illegible] | [illegible] divisions on account of Civil and Small Cause Courts. | [illegible] | [illegible] |
| 85 | 130 | Abstract of Receipts and Payments of Revenue De- [illegible] | Permanent . | Ditto. |

| Serial no. | No. of forms in Schedule XXV | Name of register | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd.* | | |
| | | OTHER REGISTERS—*contd.* | | |
| 86 | 228 | Register of Criminal Deposit [illegible] | 12 years .. | Article 281, Civil Account Code. |
| 87 | 181 | Register of [illegible] Manual, no. 9. | [illegible] | Paragraph 39 [illegible] Securities Manual. |
| 88 | 182 | [illegible] Manual, no. 5 | [illegible] | Paragraph 31 Securities Manual. |
| 89 | 83 | [illegible] Notes | [illegible] .. | Paragraph 45, Securities Manual. |
| 90 | 18 | Register of Interest [illegible] lish, Securities Manual, no. 3. | 6 years | Paragraph [illegible], Securities Manual. |
| 91 | 180 | Register of Bills, etc., endorsed for payments at Sub-Treasuries | 6 " .. | Article 270, Civil Account Code. |
| 92 | 187 | Register showing [illegible] of Civil [illegible] drawn by them. | 12 " | Article 267, Civil Account Code. |
| 93 | 188 | Register of Pensions Payment Orders (Civil Account Code, no. 40). | 35 " | Article 227, Civil Account Code. |
| 94 | .. | Check Register of Military [illegible] | 6 " .. | Chapter 25, Treasury Manual. |
| 95 | 189 | Register of Reconciliation [illegible] Accountant General | 6 " .. | Article 20, Rule 4 Civil Account Code. |
| 96 | 190 | Treasurers Daily Balance [illegible] Resource Manual | 6 " .. | Article 14, Resource Manual |
| 97 | 191 | Daily Register of Currency Notes Civil Account Code no. 83 | 6 " .. | Paragraph 112, Resource Manual. |

| Serial No. | No. of Schedule XXI | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH (TREASURY)—*contd* | | |
| 98 | 92 | [illegible] sury for safe custody (Securities Manual, no. 19). | [illegible] | [illegible] |
| [illegible] | 93 | [illegible] of un current coins (Resource Manual no. 163). | 12 years .. | Article 83, Resource Manual. |
| 100 | 106 | [illegible] ister of Power of Attorney [illegible] | Permanent .. | Paragraph 57, Se- [illegible] |
| 101 | 2[illegible]2 | [illegible] of items under objec- [illegible] | 3 years .. | Article 19, Civil [illegible] |
| 102 | [illegible] | [illegible] | | [illegible] |
| 103 | 20[illegible] | [illegible]y quantity of Opium [illegible]ed out from the Treasury [illegible] | 12 " .. | [illegible] |
| 104 | 206 | Register of Sub-treasury Ins- [illegible] | After 6 years from the date of last entry. | Board's no. 2608-A., dated the 7th April 1963 to Commissioner of Bhagalpur Division. |
| 105 | 207 | Register showing the double lock transaction of cash of [illegible] | 12 years .. | Article 15, Resource Manual. |
| 106 | 208 | [illegible] subdivision or conversion (Securities Manual, no. 2). | Permanent | [illegible] 20, Securities Manual. |
| 107 | 209 | Ledger Account of Government Promissory Notes (Securities Manual, no. 23). | 12 years . | Paragraph 115(c), Securities Manual. |
| 108 | [illegible] | Register of receipts and disposal of notes held in safe custody (Securities Manual, no. 25). | 25 " | Paragraph 116(b), Securities Manual. |
| 109 | [illegible] | Interest Distribution Register (Securities Manual, no. 26.) | 12 " .. | Paragraph 117, Securities Manual. |

| Serial no. | No. of forms in XXV | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | ACCOUNTS BRANCH [illegible] | | |
| | | OTHER REGISTERS—*concld* | | |
| [illegible] | [illegible] | [illegible] person receiving payment of a bill. | [illegible] | [illegible] (Government) No. 1931-Com., dated the 29th December 1920. |
| 111 | 159 | Treasurers' Receipt Register | 6 " .. | Article 264, Civil [illegible]ant Code. |
| 112 | 162 | Treasurers' Payment Register | 6 " .. | Ditto. |
| 113 | 163 | Potdars' Register of payment | 6 " | [illegible] |
| 114 | 76 | Register of Silver Coins out [illegible] | 12 " .. | Article 83, Re[illegible] |
| 115 | | Currency Chest Book .. | 12 " .. | Article 23, Resource Manual |
| 116 | .. | Register of valuables .. | 12 " .. | Article 4, Civil Ac[illegible] Code |

| Serial number | Number of register | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | BATWARA BRANCH | | |
| 1 | 2 | Proceedings for the partition | Permanent .. | Instruction 1, page |
| 2 | [illegible] | [illegible] | [illegible] | [illegible] |
| 3 | I | Cash-book of partition fees .. | Ditto .. | [illegible] |
| 4 | II | Cash book of stamp fees . | Ditto .. | [illegible] |
| | | (1) Apportionment statement register of estimated cost and actual expenditure of partition of each estate [illegible] proportion to area | Ditto | [illegible] |
| 5 | III | Partition fees ledger .. | 12 years .. | Ditto. |
| | IV | Stamp fee ledger .. | 12 " .. | Ditto. |
| [illegible] | V | Proprietors' ledger of partition fees. | 12 " .. | Ditto. |
| 8 | VI | [illegible] | [illegible] | [illegible] |
| 9 | VII | Contingent register .. | 5 " .. | Ditto. |
| 10 | VIII | Amins' bill book .. | 3 " .. | Ditto |
| 11 | IX | Register of Remuneration of temporary Amins. | 3 " .. | Ditto. |
| [illegible] | X | Travelling allowance bill book. | 3 " .. | Ditto. |
| 13 | | [illegible] partition fees is made by proprietors. | 3 years after adjustment of accounts of an estate [illegible] 4 of Bengal | 118 of the Bihar Manual, 1936. |

| Serial no. | Number of Register | Name of Register | Period | Authority |
|---|---|---|---|---|
| 1 | [illegible] | [illegible] | 4 | [illegible] |
| | | CESS BRANCH. | | |
| | | Estates, revenue-paying and revenue-free, rule clause (1), and lands, rule clauses (2) and (3), section 4 of Bengal Act IX of 1880. | Permanent | Board's circular order no. 23 of February 1888. |
| 2 | | Estates, revenue-paying and revenue-free and cess [illegible] | Ditto .. | Board's circular order no. 2 of May 1892 |
| | 3 | Estates, revenue-paying and revenue-free and cess payable. | Ditto .. | Board's circular order no. 17 of January 1902. |
| 4 | 4 | Rent free lands under [illegible] | Ditto .. | Rule 152, page 138 of the Cess Manual, 1952. |
| 5 | 2 | Index register of English correspondence. | Ditto .. | Rule 8 of the Records Manual. |
| | [illegible] | Register of letters received | Ditto .. | Ditto. |
| 7 | [illegible] | Register of letters issued | Ditto | Ditto. |
| 8 | | Memoranda of English correspondence destroyed. | Ditto .. | Rule 90 of the Records [illegible] |
| | [illegible] | Standing order book .. | [illegible] | |
| 10 | | Cess tauzi ledger .. | [illegible] | |
| | | [illegible] | [illegible] | |
| [illegible] | | Manuscript chitan book | [illegible] | |
| 13 | [illegible] | (Old). Estates, revenue-paying and revenue-free. | [illegible] | [illegible] order no. 2 of January 1881; not present form |
| 14 | III | (Old) Lands under clauses 2 and 3 of the definition of the word "Estate" in section 4 of Bengal Act X of 1871. | [illegible] | Section 4, Bengal Act X of 1871. |
| 15 | IV | (Old). Tenures in lands entered in Register no. III | [illegible] | [illegible] |

| Serial No. | Number of Register | Name of Register | Period of Preservation | Authority for Preservation |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | CESS BRANCH—*contd* | | |
| 16 | III | [illegible] | [illegible] after the next revaluation is given effect | [illegible] page 138 [illegible] 1953. |
| 17 | IV | Progress made in valuation or revaluation of estates. | Ditto .. | Ditto. |
| 18 | VA | Register of chaukidari chakran lands of which cess is payable to the Collector direct. | Ditto .. | Ditto. |
| 19 | VI | Immovable property under Part II, Chapter V of Bengal Act IX of 1880. | Ditto .. | Ditto. |
| 20 | VII | Notices under sections 78 and 80 of the Act. | Ditto .. | Ditto. |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 22 | IX | [illegible] land under sections 59, 64, 66 and 67 of the Cess Act, 1880. | [illegible] | [illegible] Page 38 of the Cess Manual, 1953. |
| 23 | XII | Separate account of cesses payable by registered holders of revenue-free estates under clause 2, section 46 of the Cess Act | Ditto .. | Ditto. |
| 24 | XIII | Separate account of cesses payable by registered holders of revenue-paying estates under section 44 of the Cess Act. | Ditto .. | Ditto. |
| 25 | XIV | Mauzawar index register of rent free lands. | Ditto .. | Ditto. |
| 26 | XIVA | Index of rent-free lands by tauzi number | Ditto .. | Ditto. |
| 27 | .. | Inspection book .. | 6 years. | |
| 28 | 27 | Register of petitions .. | | |

| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
|---|---|---|---|---|
| 1 | | 3 | 4 | [illegible] |
| | | [illegible] | | |
| [illegible] | [illegible] | [illegible] | 3 [illegible] | |
| [illegible] | [illegible] | [illegible] | 3 | |
| [illegible] | [illegible] | [illegible] | [illegible] | |
| [illegible] | | [illegible] | [illegible] | |
| | | [illegible] | | |
| 1 | [illegible] | [illegible] | [illegible] | Rule 102 of the Bihar Board's Miscellaneous Rules, 1958. |
| | [illegible] | [illegible] | [illegible] | Sub-rule (6) ([illegible]) of Annexure B, Chapter I, page 13 of the Bihar and Orissa Account Code, 1926. |
| | [illegible] | [illegible] | [illegible] | Rule 235 (XVI), Bihar Board's Miscellaneous Rules 1958 |
| [illegible] | [illegible] | [illegible] | [illegible] years | Rule 147 ditto. |
| [illegible] | [illegible] | [illegible] | [illegible] | Rule 232 ditto. |
| | [illegible] | [illegible] | [illegible] | Paper [illegible] IV [illegible] Mo[illegible], 1963. |

| Serial No. | No. of forms in Schedule VIII | Name of Register | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| 1 | [illegible] | 3 | 4 | 5 |
| | | EXCISE BRANCH | | |
| 1 | *67 | Register of licenses .. | 12 years | Chapter III, [illegible] Chapter XIV, paragraphs 485(I)(1) of Excise Manual, volume III, of 1922. |
| 2 | 167 A | [illegible] | 12 | [illegible] Manual volume III of 1922 |
| 3 | 67 B | [illegible] | 12 | [illegible] |
| 4 | 67 C | [illegible] | 12 | [illegible] |
| 5 | 67 A | [illegible] | 12 | [illegible] |
| 6 | | [illegible] | 2 | [illegible] |
| 7 | | [illegible] | 12 | [illegible] |
| 8 | | [illegible] | 12 | [illegible] graph 485(IV)(1) of Excise Manual volume III, of 1922 |
| 9 | 82 | [illegible] | 12 | [illegible] |
| 10 | 89 | Register of cases instituted [illegible] | 12 " .. | [illegible] Chapter XIV para- [illegible] 485 (I)(11) of [illegible] Manual, volume III, of 1922 |

*This relates to the number of forms in Schedule VIII.

APPENDIX E]

| Serial no. | No. of Schedule VIII | Name of Register. | Period [illegible] | Authority prescribing [illegible] |
|---|---|---|---|---|
| [illegible] | [illegible] | 1 | 4 | 5 |
| | | EXCISE BRANCH—[illegible] | | |
| | [illegible] | [illegible] | 12 years | [illegible] |
| [illegible] | [illegible] | [illegible] | 12 | [illegible] Chapter XIV, paragraph 485(II)(3) of Excise Manual, volume III, of 1922. |
| [illegible] | [illegible] | [illegible] | [illegible] | Chapter XIV, paragraph 485(I)(13) and [illegible] and Chapter XV, paragraph 513 of Excise Manual, volume III, of 1922. |
| [illegible] | | [illegible] | [illegible] | Chapter XV, paragraph 513 of Excise Manual, volume III, [illegible] |
| [illegible] | | [illegible] | [illegible] | [illegible] Chapter XIV paragraph 485(II,(4), of Excise Manual, volume III of 1922 |
| [illegible] | [illegible] | [illegible] | [illegible] | Board's subsidiary instruction (1), page 33 of Excise Manual, volume I, of 1922 |
| [illegible] | [illegible] | [illegible] | 6 [illegible] | Chapter XIV paragraph 485(IV)(2) of Excise Manual, volume III, of 1922. |

| Serial No. | No. of Form in Appendix [illegible] | Name of Register. | Period of preservation. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | EXCISE BRANCH—*contd.* | | |
| 19 | [illegible] | [illegible] at a distillery. | [illegible] | [illegible] of the B. & O. Excise Manual, volume III of 19[illegible] |
| [illegible] | [illegible] | [illegible] in, and issued from each [illegible] | [illegible] | [illegible] XIV paragraphs 485 [illegible] lume III, of 1922 |
| 20 | 70 | Register of casks received [illegible] therefrom at a distillery [illegible] | 6 [illegible] .. | Chapter V, [illegible] and Chapter XIV, paragraphs [illegible] volume III of 1922 |
| 21 | [illegible] | [illegible] | 3 | [illegible] |
| [illegible] | [illegible] | [illegible] of [illegible] articles for which duty has been paid or on which no duty is levied. | 3 | [illegible] |
| 23 | | [illegible] | 3 | [illegible] Chapter XIV paragraph 485(I)(21), of Excise Manual, volume III, of 1922. |
| 24 | 70 | Register of monthly work- [illegible] of excise [illegible] stills. | 3 [illegible] .. | Chapter XIV paragraph 485(I)(5), of Excise Manual, volume III, of 1922. |

| Serial [illegible] | Forms in [illegible] VIII | Name of Register. | [illegible] | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | EXCISE BRANCH—*contd* | | |
| | | [illegible] | | [illegible] II, [illegible] graph [illegible] and Chapter XIV, paragraph 485(II, 10), of Excise Manual, volume III, of 19[illegible] |
| 26 | 72 | Register of distress warrants issued under the Bihar and Orissa Act, 1915. | 3 | " .. | Chapter III, paragraph [illegible], Chapter VI, paragraph 27, (446), and Chapter XIV, paragraph 485 (1)(14) of Excise Manual, volume III, of 19[illegible]2 |
| 27 | 73 | Register of personal ledger [illegible] | 3 | " .. | Chapter III, [illegible] XIV, paragraph [illegible] Manual, volume III, of 19[illegible] |
| 28 | 74 | Register of personal ledger at a *ganjapola*. | 3 | " .. | Ditto. |
| 29 | .. | Register of attendance of guards at a distillery or [illegible] | 3 | " | [illegible] |
| 30 | 78 | Weighing book for casks [illegible] | 3 | " .. | Chapter XIV, paragraph [illegible] volume III, of 1922. |
| 31 | | [illegible] | | | [illegible] graph 247(4), and Chapter XIV, paragraph 485(iii) of Excise Manual, volume III, of 1922. |
| 32 | [illegible] | [illegible] | 3 | | [illegible] XIV, paragraph 485([illegible] of Excise Manual, volume III, of 1922 |

| Serial | No. of forms in [illegible] VIII | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | EXCISE BRANCH—*contd.* | | |
| 3 | 81 | Daily account of country [illegible] supplied by it. | 3 years .. | Chapter XIV, paragraph [illegible] IV [illegible] volume III, of 1922 |
| .. | . | Register of receipt and [illegible] of *pachwai*. | 3 " .. | Chapter VII, paragraph [illegible] XIV, paragraph 420 (I) of Excise Manual, volume III, of 1922. |
| | | Brewing book .. | 3 " .. | Chapter IV, paragraph 17 [illegible] cise Manual, volume III, of [illegible] |
| 36 | .. | Denaturing room vat book | 3 " .. | Chapter XIV, paragraph [illegible] III [illegible] Excise Manual, volume III, of 1922. |
| 37 | .. | Issue of weighing [illegible] of denatured spirit | [illegible] " | [illegible] 15 paragraph [illegible] of Excise Manual, volume III, of 1922. |
| 38 | | Stock [illegible] ing materials. | [illegible] " | [illegible] |
| 39 | .. | Arrear list of *tari* fees | 3 " .. | Chapter VI, paragraph 271 and Chapter XIV paragraph 485(II)(2) of Excise Manual, volume III, of 1922. |
| 40 | 84 | Statement of licenses issued for the home brewing of *pachwai* | 3 " | Chapter VIII, paragraphs 280(*vii*), (*viii*) and (*xi*) and Chapter XIV, paragraph 485 (I) of Excise Manual, volume III, of 1922. |

| Serial no. | No. of forms in Schedule VII | Name of Register. | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| | | 3 | 4 | 5 |
| | | EXCISE BRANCH—*concld.* | | |
| [illegible] | [illegible] | Register of issue of [illegible] from [illegible] warehouse. | 3 years .. | Chapter XIV, paragraph [illegible] of [illegible] Manual, volume III, [illegible] |
| [illegible] | [illegible] | Abstract of receipts and expenditure of [illegible] at *bhang* a licensed warehouse. | 3 " .. | Ditto. |
| 43 | [illegible] | Daily abstract of receipts and expenditure of *ganja* at *bhang* a licensed warehouse. | 3 " .. | Ditto. |
| 11 | [illegible] | Register of receipts and issue of [illegible] | 3 " .. | Chapter XII, paragraph [illegible] and Chapter XIV, paragraph 485(ii) of Excise Manual, volume III, of 1922. |
| 4 | [illegible] | Individual clothing account | 3 " .. | Chapter XII, paragraphs [illegible] and [illegible] Chapter XIV [illegible] of Excise Manual, volume III, of 1922. |
| 4 | [illegible] | Register of information [illegible] and of action taken thereon. | 3 " .. | Chapter X, paragraph 3[illegible] of Excise Manual, volume III, of 1922. |
| 4 | | Cash book .. .. | 12 " .. | Paragraph 39 at page [illegible] Excise Manual, volume III (as amended by correction [illegible] 3rd [illegible] 1931). |

| Serial No. | Number of Register | Name of Register | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | GOVERNMENT ESTATES BRANCH. | | |
| 1 | 33 | Estates held under direct [illegible] | Permanent | Chapter I, section 14 [illegible] ter and [illegible] Manual, 1932 and rule 84, Chapter IV, page 33 of the Bihar Government Estates Manual, 1953. |
| [illegible] | 34 | [illegible] mon only). | Ditto | [illegible] IV, [illegible] Manual, 1953. |
| 3 | 1 | Jamabandi Register or [illegible] | Ditto .. | Rules 56 and 57, Chapter IV, page [illegible] ment Estates Manual 1953. |
| 4 | 40 | [illegible] | Ditto .. | Rule 85, Chapter IV, [illegible] Government Estates Manual, 1953 and page 30 of the Register and Return Manual, 1932. |
| 5 | 37 A | Estates [illegible] in farm .. | To be destroyed when the register is full and 12 years have expired (from the date when the settlement that was the last to expire and was recorded in it terminated). | Page 34 of the Register [illegible] Manual, 1932. |

| Serial | Number of Register. | Name of Register | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | |
| | | GOVERNMENT ESTATES BRANCH—*contd.* | | |
| | | [illegible] managers, Sub Managers, Tahsildars, [illegible] officers] of Government Estates | [illegible] ed when closed and new register opened | [illegible] Manual 1953 [illegible] page 40 of the Register and Return Manual 19[illegible] |
| 7 | 6[illegible]-B | Payments of commission on account of Khas Mahal collections. | [illegible] | Rule 122, Chapter VI page 46 of the Bihar Government Estates Manual, 1953, and page 43 of the Register and Return Manual, 1953 |
| 8 | [illegible] | [illegible] register | 20 years | Rules 56 and 58, [illegible] IV, pages [illegible], respectively of the Bihar Government Estates Manual 1953 |
| 9 | 111 A | Collection register, direct payments to the Tahsildar. | 6 | Rules 38 and 39, Chapter IV, pages 25 and 27, respectively of the Bihar Government Estates Manual |
| 10 | 111 B | Collection register payments made to the [illegible] | 6 | Rules 39 and 40, Chapter IV, pages 25 and 27 respectively of the Bihar Government Estates Manual 1953 |
| 11 | IV | Cash book | 3 | Rules 56 and 6[illegible] [illegible] Manual |

| Serial no. | Number of Register | [illegible] | [illegible] retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 3 | 2 | 4 | 5 |
| | | GOVERNMENT ESTATES [illegible] | | |
| 12 | .. | Abstract of Mahalwari accounts (Return No. I) | 12 years | Rules 76 and 98 Chapter IV, pages 34 and 38 respectively of the Bihar Government Estates Manual, 1953 |
| 13 | .. | List of defaulters Return No. III). | 3 " | Rule 77 Chapter IV, page 34 of the Bihar Government Estates Manual 1953 |
| 14 | V | Treasury pass-book .. | 6 " | Rules 56 and 62 Chapter IV pages 25 and 27 respectively of the Bihar Government Estates Manual 1953 |
| 15 | VII | Mutation Register showing corrections in the khasra and khations amalgamated form of old Mutation [illegible] | 12 " | Rule 46 Chapter III page 22 of the Bihar Government Estates Manual 1953. |
| 16 | VIII | [illegible] by the death of the holder without heirs | | [illegible] page 22 of the Bihar Government Estates Manual 1953. |
| 17 | IXA | Mutation Register showing settlements of waste lands | 12 | Rule 46, Chapter III, page 22 of the Bihar Government Estates Manual, 1953 |

| Serial no. | Number of Register | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | | | 4 | 5 |
| | | LAND ACQUISITION BRANCH | | |
| | | [illegible] Act I of 1894 (Page 184 of the Land Acquisition Manual, 1952.) | | [illegible] by the Board of Revenue in the Land Acquisition Manual, 1952. |
| | | [illegible] 1894 (Page 203 of the Land Acquisition Manual, 1952.) | | [illegible] by the Board of Revenue in the Land Acquisition Manual |
| [illegible] | [illegible] | [illegible] abstract register [illegible] taken up on [illegible] under a particular Government order. (Page 214 of the Land Acquisition Manual, 1952.) | Ditto .. | Paragraph 141 of the [illegible] Board of Revenue in the Land Acquisition Manual, 1952. |
| [illegible] | | [illegible] Railway in a district. (Page 223 of the Land [illegible] on Manual, 1952.) | | [illegible] by the Board of Revenue in the Land Acquisition Manual, 1952. |
| | [illegible] | [illegible] occupation of a Railway Company in a district. (Page 215 of the Land Acquisition Manual, 1952.) | [illegible] | [illegible] |
| | | [illegible] lands of a railway in a district. (Page 216 of the Land Acquisition Manual, 1952.) | [illegible] | [illegible] instructions by the Board of Revenue in the Land Acquisition Manual, 1952. |
| 7 [illegible] | 34 | [illegible] | [illegible] | Paragraph 177 of the [illegible] instructions by the Board of Revenue in the Land Acquisition Manual [illegible] |

| Serial | Number of | Name of Register | Period of | Authority prescribing |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | LAND REGISTRATION BRANCH. | | |
| 1 | .. | A. Part I (Page 77, Appendix to the Bihar Land Registration Manual, [illegible] | Permanent | Section 7, page 9, Bihar Land Registration Manual, 1946 |
| | | [illegible] (page 77, Appendix [illegible] | Ditto | Section 8, page 9, Bihar Land Registration [illegible] |
| | | [illegible] Part I (page 78, Appendix to the Bihar Land Registration Manual, 1946) | Ditto | [illegible] 1946 |
| 4 | | B. Part II (page 79, Appendix [illegible] Bihar Land [illegible] | Ditto | [illegible] |
| | | B. Part III (page 79, Appendix to the Bihar Land Registration Manual, 1946). | Ditto | Section 12, page 2 Bihar Land Registration [illegible] |
| | | C. (page 79, Appendix to the Bihar Land Registration Manual, 1946). | Ditto | [illegible] |
| | | [illegible] Part I (pages 80-81, Appendix to the Bihar Land [illegible] Manual, [illegible] | Ditto .. | Section 19, page 14 Bihar Land Registration Manual, 1946 |
| 4 | | D. Part II (page [illegible] Appendix [illegible] Bihar Land Registration Manual [illegible] | Ditto .. | Section 19, page 14, Bihar Land Registration Manual 1946. |
| | 4 | Mutations [illegible] Appendix to the Bihar Land Registration Manual 1946). | [illegible] | Rule 12, Chapter V, page 55 of Bihar Land Registration Manual, 1946 |
| 10 | | [illegible] tered in Register no. 4. (Page 87, Appendix to the Bihar Land Registration Manual, 1946). | [illegible] entries are disposed of. | |

| [illegible] | [illegible] | | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| | | 3 | 4 | |
| | | LAND REGISTRATION BRANCH—*concld* | | |
| 11 | 12 | Register of separate accounts under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1876 (Page 88 Appendix to the Bihar Land Registration Manual 1946 | Permanent | Sections 70 and 72, pages 40-41, Bihar Land Registration Manual |
| 12 | 12A | Particulars of separate ac [illegible] (Page 88 A[illegible] Bihar Land Registration Manual, 1946.) | Ditto | Ditto. |
| 13 | A | Register of names of malika receiving malikana. (Page [illegible] Appendix to the Bihar Land Registration Manual, 1946.) | Ditto | Board's order no. 310-A., dated [illegible] 2nd [illegible] |
| 14 | D | Register of mutation regarding malikana. (Page [illegible] Appendix to the Bihar Land Registration Manual, 1946.) | Ditto | Ditto |
| | | LOANS BRANCH | | |
| 1 | 21 | Ledger of Land Improvement Agriculturists' loans. | Twenty five years or after all cases are destroyed. | Board's Instruction 5 part III page 110 of the Loans Manual, 1958. |
| | | Land Improvement [illegible] | Ditto | [illegible] 6, part III, page 1[illegible]2 of the Loans Manual |
| 3 | 22A | Challans for realisations on [illegible] Agriculturists' | Ditto | Board's Instruction [illegible] Manual, 1958. |

| Serial No. | Letter | Nature of Register | Period | Authority |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | |
| | | LOANS BRANCH—concld. | | |
| [illegible] | | for distribution of Land Improvement Loans. Agriculturists' | years or after all cases are destroyed | Loans [illegible] 4 part III page [illegible] of the Loans Ma[illegible] |
| | | MISCELLANEOUS BRANCH | | |
| 1 | E | Special register of [illegible] from time of permanent settlement. (The register is finally closed.) | Permanent | Section 44, Act XI of [illegible] Appendix D, page 211 of the Sale Law Manual, 1936. |
| | | [illegible] existing at time of settlement which have not been held at fixed rent (finally closed). | | |
| 2 | O | Common register of taluks [illegible] ment and held immediately from the proprietors of estates. | Ditto | Section 41, Act XI of [illegible] Manual 1936 |
| 4 | H | Special register of ditto | Ditto | [illegible] Appendix D, page 211 of the Sale Law Manual, 1936 |
| 5 | I | Common register of leases of lands wherein dwelling [illegible] etc., have been erected. | Ditto | Section 43, Act XI of 1859, page 78, and Appendix D page 211 of the Sale Law Manual, 1936 |
| 6 | K | Special register of ditto | [illegible] | [illegible] ond 1936 |
| | | Separate accounts under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act II of 1876. | Ditto | Appendix D page 213 of the Sale Law Manual, 1936. |

| Serial no. | Number of Register. | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | |
| | | MISCELLANEOUS BRANCH—*contd.* | | |
| 8 | 12A | Particulars of separate ac- 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1878 | Permanent | Appendix D, Law Manual, 1936. |
| 9 | 13 | Deposits made under section | Ditto | Appendix D, page Manual, 1936, sections 70 and 85 of Land Registration Act. |
| 10 | 14 | Applications for registry, com- 10 to 44, Act XI of 1859. | Ditto | Appendix D, page Manual 1936. |
| 11 | 15 | Registers of appeals and | 12 years or records entered in it are destroyed | Chapter I, section IV gister and Return Manual, 1932 |
| | 1184 | Miscellaneous receipt register, part III | 12 years | Civil Account Code Article 278. |
| | | | | Article 416. |
| 14 | 81 | Public Works Department cheque payment | 12 | Civil Account Code, Article |
| 15 | 19 | Sales for arrears of revenue | Permanent | Appendix D, page 215 of the Sale Law Manual 1936 |
| 16 | 19A | Sales of Khas Mahal lessees under section 11, Bengal Act VII of 1868 read with Act XI of 1859 | Ditto | Appendix D, 216 of the Sale Manual, 1936 |
| | | e Demands | | 46 on page 123 of the Bihar Certificate Manual, 1937. |

APPENDIX E

| No. | Name of Register | Period of retention | Authority |
|---|---|---|---|
| | MISCELLANEOUS BRANCH—contd. | | |
| | Sales of patni talukas under Regulation VIII of 1819 | | Appendix D, page 217 of the Sale Law Manual, 1930 |
| | Sales of under-tenures under Bengal Act VIII of 1865 | Ditto | Appendix D, page 217 of the Sale Law Manual, 1930 |
| | Chaukidari chakran lands transferred by Collector under section 50 or 55, Bengal Act VI of 1870. | Ditto | [illegible] Miscellaneous Rules, 1958 |
| 21 | Register of Civil Suits | [illegible] | Rule 131, page 30 of the Practice and Procedure Manual 1958 |
| | Register of cases under Regulation VII of 1799 | Ditto | Regulation VII of 1879. |
| | Quinquennial register | Ditto | Regulation XLVII of 1793. |
| | Register of lands used for public purposes | Ditto | Rules 255 of the Bihar Board's Miscellaneous Rules, 1958 |
| | Register of lands in the occupation of Municipalities, District Boards and Local Boards | Ditto | Ditto |
| | Persons admitted and enrolled as revenue agents. | | Rule 9, page 124 of the Practice and Procedure Manual [illegible] |
| | Miscellaneous cases | | Chapter I, section IV, page 17 of the Register and Return Manual, 1932 |
| | Requisition of certificates under the Bihar and Orissa Public Demands Recovery Act IV of 1914. | Twelve years after the date of last entry | Board's Instruction 45 on page 123 of the Bihar Certificate Manual, 1937. |

APPENDIX E]

| Serial no. | Number of Register. | Name of Register. | Period of retention. | Authority. |
|---|---|---|---|---|
| | 2 | | 4 | |
| | | [illegible] | | |
| [illegible] | 10 | Certificate made under the Bihar and Orissa Public Demands Recovery Act IV of 1914 | Twelve years after the date of last entry | Board's Instruction 45 on page 123 of the Bihar Certificate Manual 1937 |
| | 23 | Claims to money in deposit | 12 years | Chapter I section IV, page 31 of the Register and Return Manual 1932 |
| | 24 | Inspection book .. | 6 years from the last transaction mentioned in it | Ditto |
| | [illegible] | Standing order book .. | Twelve years from last order entered in it. | Chapter I, section IV, page 32 of the Register and Return Manual, 1932 |
| [illegible] | | [illegible] .. | 6 years .. | Rule 3, part III Chapter I, page 83 of the Practice and Procedure Manual, 1958 |
| [illegible] | 29 | Receipts .. .. | 12 | Chapter I, section IV, page 33 of the Register and Return Manual, 1932 |
| [illegible] | 37 | Revenue fines .. .. | 12 .. .. | Board's Circular Order no. 11 of March, 1884 and Chapter I section IV, page 35 of the Register and Return Manual, 1932 |
| | 38 | Prisoners . | * | Chapter I section IV, page 38 of the Register and Return Manual, 1932 |

| [illegible] | Number of Register. | Name of Register | Period of retention | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | MISCELLANEOUS BRANCH—*contd.* | | |
| 37 | 1 | Register of applications for [illegible] due | 6 years .. | Government order [illegible] |
| 38 | 6 | Register of receipts on account of timber and other forest produce. | 12 " .. | Ditto. |
| 39 | 3 | Register of licenses for grazing [illegible] and issued from the Forest office. | 3 " .. [illegible] troyed when all cases relating to it have been destroyed. | Ditto. |
| 41 | 13 | Register of licenses for manufacture of [illegible] tenring taser | 3 years .. | Ditto. |
| 42 | 16 | Register of licenses of potters, [illegible] | 6 " .. | Ditto. |
| 43 | 48 | Locks and keys .. | When a new [illegible] | Rule 203 of the Bihar [illegible] ous Rules, 1958 |
| 44 | 48A | Spare padlocks and keys . | .. | Ditto. |
| 45 | 11 | Processes of all departments [illegible] service. | 3 years .. | Board's Instruction [illegible] Bihar Certificate Manual, 1954 |
| 46 | 70 | Attendance of witnesses in Revenue Courts. | 3 " .. | Ditto. |

| Serial no. | Number of Register | Name of Register | [illegible] | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | MISCELLANEOUS BRANCH—*concld.* | | |
| 47 | 71 | Receipt and issue of printed [illegible] | 3 years .. | Section IV, Chapter [illegible] and Return Manual, 1932. |
| 48 | .. | Stationery Stock Book . | 3 " .. | Rule 124, Chapter VI of the Bihar Board's Miscellaneous Rules, 1958. |
| 49 | C | Register of execution of decrees. | 12 " .. | [illegible] Procedure Manual 1958. |
| [illegible] | 93 | Treasury remittance book | | [illegible] |
| 51 | 96 | Stock and Store Register .. | [illegible] | [illegible] |
| 52 | D | Register of stamps issued to [illegible] | 12 years | Rule 83, page 19 of [illegible] Procedure Manual, 1958. |
| [illegible] | A | Register of valuables lodged [illegible] body. | Permanent. | Rule 266 of the [illegible] Miscellaneous Rules 1958. |
| 54 | 01 | Stock account of chana maps | 12 years . | Rule 334 (c) of the Bihar Board's Miscellaneous Rules, 1958. |
| 55 | 02 | Ditto of village maps | 12 " . | Ditto |
| 56 | .. | Register of domicile certificates. | Permanent | Rule 14, part II, Appendix H of the Bihar Board's Miscellaneous Rules 1958. |

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APPENDIX E

| Serial no. | Number of Register | Name of Register | Period of retention. | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | |
| | | RECORDS BRANCH—*contd* | | |
| 3 | 41B | Receipt and disposal of records by record-keeper. | 3 years .. | Rule 145 of Records Manual |
| 4 | 41C | Register of receipt and disposals of revenue records at subdivisions. | Permanent . | Rule 180 of Records Manual. |
| | 41D | Records sent out from record [illegible] | [illegible] | Rule 149 of Records Manual |
| [illegible] | 4 | General register of survey records | Permanent .. | Rule 150 of Records Manual |
| | [illegible] | Register of the registers to be [illegible] permanent | Ditto .. | Rule 114 of Records Manual |

| No. | Register. | | Period of retention. | Authority prescribing |
|---|---|---|---|---|
| | | 3 | 4 | |
| | | RECORDS BRANCH—*contd.* | | |
| [illegible] | [illegible] | [illegible] | [illegible] registers entered thereon are destroyed | [illegible] |
| 9 | 59 | Register of letters received | Permanent | Rule 8 of Records Manual |
| 10 | 61 | Register of letters issued | Ditto | Ditto. |
| [illegible] | [illegible] | [illegible] respondence. | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] received in the library | [illegible] currency of [illegible] | [illegible] Manual |
| 13 | 78 | Books, reports, returns, etc. | During the [illegible] | Rule 261 of Records [illegible] |
| 14 | [illegible] | Catalogue of books | To be destroyed after 5 [illegible] quennial revision [illegible] | Rule 247 of Records Manual |
| [illegible] | [illegible] | [illegible] formation. | [illegible] | [illegible] Manual. |
| 16 | 170 | Register of application for [illegible] copies. | [illegible] | Ditto. |

| Serial No. | Name of Register | Period of Retention | Remarks | Authority |
|---|---|---|---|---|
| | | | | |

RECORDS BRANCH
—*concld.*

| | | | | |
|---|---|---|---|---|
| [illegible] | [illegible] copyists and typists. | [illegible] | [illegible] | [illegible] Manual |

SALT BRANCH

| | | | | |
|---|---|---|---|---|
| [illegible] | Register of salt prosecutions | 12 | .. | .. Rule 19, Part II, [illegible] Manual, 1908 |

STAMP BRANCH

| | | | | |
|---|---|---|---|---|
| 47 | Register of stamps issued [illegible] | 12 | .. | .. Board's resolution of [illegible] 1888<br>Board's Circular Order no. 17 of September, 1889<br>Board's Circular Order no. 25 of October, 1897 |
| [illegible] | [illegible] Courts, | [illegible] | [illegible] | [illegible] no. [illegible] 1895. |
| [illegible] | [illegible] for renewal of stamps. | [illegible] | [illegible] | [illegible] Vol. II page 207 of the Bihar Stamp Manual, 1955. |
| 4[illegible] | [illegible] licenses. | [illegible] | [illegible] | Board's Circular Order no. 7 of July 1895. |
| [illegible] | Register of Impressed non-judicial stamps issued by [illegible] vendors. | 12 | .. | .. Rule 13, section II [illegible] Manual, 1958 |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |

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|---|---|---|---|---|
| | | | | prescribing. |
| | | STAMP BRANCH *concld* | | |
| | | judicial, | | 9th November 1909, to Superintendent of Stationery |
| | | Part I General (non-judicial). | | B T., dated May 1905, to Controller of Stationery. |
| | | Stock register of stamps, Part II (Judicial). | | |
| | | | | |
| | Survey and Settlement Manual, | | | Survey and Settlement Manual, 1930 and rules 740 and 741, Technical Rules |
| | | inspectors and amins. | | |
| | Do. 55 | Register I, boundary disputes. | 12 years .. | Do. 308 |
| | | | ment. | |
| | Do. | trijunction and special marks. | revision settlement. | |
| | Do. 60 | Thana register of trijunction and special marks. | Ditto .. | Do. 381 and 714 do. |
| | Do. 75 | Village note .. .. | Permanent | Do. 400 |
| | | Daffadars' register of trijunction and special marks. | | |

| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
|---|---|---|---|---|
| | | SURVEY AND SETTLEMENT BRANCH—*contd* | | |
| [illegible] | | [illegible] | [illegible] | [illegible] |
| | | Compilation registers of court and process fees | [illegible] | [illegible] |
| | | Accountant General's registers of receipt and charges for minor operations. | Do. | 142 do. |
| | | Register of applications for execution of decrees | Do. | 457 do. |
| 14 | [illegible] | Attestation Register IV.—Sale of occupancy rights. | [illegible] | Rules 322 and 357, Technical Rules, 1927 |
| [illegible] | [illegible] | Attestation Register V.—Mortgage of occupancy | [illegible] | Do. 322 and 357 do |
| 16 | [illegible] 49 | Attestation Register VI Transfer of proprietary | [illegible] | Do. 322 and 357 do. |
| 17 | [illegible] 4 | Attestation Register VII — Objection to the draft records | [illegible] | Do. 354, 356 and 357, Technical Rules, 1927 |
| [illegible] | [illegible] | Register of proceedings under section 109E, Bengal [illegible] | [illegible] | Do. 308(3) do. |
| | [illegible] | Account Register I —Contingent charges. | [illegible] | Do. 372 do. |
| [illegible] | [illegible] | Miscellaneous receipts and | [illegible] | Do. [illegible] |
| | | Account Register IIA.—Miscellaneous payments. | [illegible] | Do. [illegible] |
| | [illegible] | Account Register III Fees on copies of forms | [illegible] | Do. [illegible] |

SURVEY AND SETTLEMENT BRANCH—*contd.*

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|---|---|---|---|---|---|---|---|---|
| | Form 57. | | [illegible] ance of gazetted officers. | | | | | |
| 24 | Do. | 58 | Account Register V.—Pay and travelling allowances of ministerial officers and menials. | 6 | " | .. | Do. 375 | do. |
| 25 | Do. | 59 | Account Register VI.— [illegible] | 12 | " | | Do. 376, 383 | do. |
| 26 | Do. | 60 | Account Register VIA.— [illegible] | 12 | " | .. | Do. 380 | do. |
| 27 | Do. | 61 | Account Register VII.— [illegible] | 6 | " | .. | Do. 380 | do. |
| 28 | Do. | 62 | Account Register VIII.—Pay and travelling allowances of contract establishment | 6 | " | .. | Do. 370 | do. |
| 29 | Do. | 64 | Account Register X.— [illegible] | 12 | " | .. | Do. 378 | do. |
| 30 | Do. | 65 | Account Register XI.—Pre-emptory cash. | 12 | " | .. | Do. 379 | do. |
| 31 | Do. | 66 | Account Register XII.—Refunds of deposits. | 12 | " | .. | Do. 379 | do. |
| | Do. | 67 | General cash book .. | 12 | " | .. | Do. 371 | do. |
| [illegible] | Do. | 71 | Register of money order | 12 | " | .. | Do. 308 | do. |
| 34 | Do. | 72 | Contingent bill register for contract payment | 6 | " | .. | Do. 401 | do. |
| [illegible] | Do. | [illegible] | Distribution of costs. | [illegible] | [illegible] | [illegible] | Do. [illegible] 442. | do. |
| [illegible] | [illegible] | [illegible] | Account Register U.—I—Cash receipts. | [illegible] vision settlement. Ditto | | .. | Do. 420 | do. |
| | [illegible] | | [illegible] Court and process fees realised in stamps. | [illegible] | | | [illegible] 4[illegible] | do. |

| Number | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | SURVEY AND SETTLEMENT BRANCH—*contd.* | | |
| 38 | Technical rules. Form 78. | Acquittance roll .. | 35 years .. | Rules 197 and 389. |
| | | [illegible] | | [illegible] |
| 40 | Do. 87 | Kanungoi's register A—Annual earnings. | 12 „ .. | Do. 140, 182, 197, 198 and 394 do. |
| 41 | Do. 88 | Kanungoi register B.—Annual earnings. | 12 „ .. | Do. 182, 197, 198 and 393 do. |
| | | AREA SECTION | | |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 43 | Do. 108 | Register V.—Estimators contract account | Ditto .. | Do. 508, 511 do. |
| 44 | Do. 109 | Register VI.—Register of [illegible] villages | Ditto .. | Do. 511 do. |
| [illegible] | [illegible] | Register V.—Accounts .. | 12 years . | Do. 531, 534 do. |
| 46 | [illegible] | Recess register IX. Collected estimates [illegible] (thanawar). | 12 „ .. | Do. 505, 510, 611 and 613 do. |
| 47 | Do. 145 | Contract pay register .. | 6 „ .. | Do. 572, 580, 58[illegible] and 583 do. |
| 48 | Do. 146 | Contract bill register .. | 6 „ .. | Do. 580–585 do. |
| 49 | Do. 154 | Register C .. .. | Till next revision settlement | Do. 576, 629 do. |
| | | FAIR COPYING (SAFAI). | | |
| 50 | Do. 156 | Safai register IV.—Safai [illegible] register of contract pay | 12 years .. | Do. 599, 610, 611, 612, 615, 618 [illegible] |
| 51 | Do. 157 | Safai register IV A.—Maharrirwar register of contract p[illegible] | 12 „ .. | Do. 609, 611, 613 and 618 do. |

| Serial number | Number of register | Name of Register. | Period of | Authority |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | SURVEY AND SETTLEMENT BRANCH—*contd* | | |
| | | FAIR COPYING (SAFAI)—*concld* | | |
| 52 | Technical Rules, Form 150. | Safai register V.—Bill register. | 12 years .. | Rules 609, 613, 614 610, 618, Technical Rules, 1927. |
| 53 | Do. 160 | Safai register VA.—Supplementary bill register. | 12 „ .. | Do. 609, 613, 618 do. |
| 54 | Do. 161 | Safai register VI.—Payments withheld | 12 „ .. | Do. 609, 612, 618 do. |
| 55 | Do. 172 | Safai register XVI.—Difference between khewat and register D. | | Do. 556, 618 do. |
| | | COMPARISON (MOAINA AND DALA). | | |
| 56 | Do. 174 | Moaina bill register .. | 12 years .. | Do. 637, 639 do. |
| 57 | Do. 184 | Moaina safai supplementary bill register. | 12 „ . | Do. 633, 639, do. |
| | | COMPUTATION OF COSTS | | |
| 58 | Do. 218 | Supervisors register of estimated demand and computed area | 12 „ .. | Do. 714 do. |
| 59 | Do. 229 | Register VI.—Rayati computors' contract pay. | 12 „ .. | Do. 728 do. |
| 60 | Do. 230 | Register VII.—Bill monitoring register of contract pay | 12 „ .. | Do. 728 do. |
| | | RECOVERY OF COSTS, DISTRIBUTION OF COPIES AND CERTIFICATE PROCEEDINGS | | |
| 61 | Do. 233 | Recovery register I.—Daily | 12 „ . | Do. 771, 745 do. |
| 62 | Do. 234 | Recovery register II.—Abstract cash book | 12 „ .. | Do. 771, 745 do. |
| 63 | Do. 244 | Recovery register IX.—[illegible] | 12 „ .. | Do. 771 do. |

| Serial no. | Number of Register. | Name of Register. | Period of retention. | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | SURVEY AND SETTLEMENT BRANCH—*contd.* | | |
| | | RECOVERY OF COSTS, DISTRIBUTION OF COPIES AND [illegible] *concld.* | | |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| | Form 246. | register. | | |
| 65 | Do. 247 | Recovery register XIII.—Certificate register. | 12 " .. | Do. 771, 764 do. |
| 66 | Do. 248 | Recovery register XIV.—Sale register | 12 " .. | Do. 771, 766 do. |
| 67 | Do. 249 | Recovery register XV.—Claims to money held in [illegible] | 12 " .. | Do. 771, 766 do. |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 69 | Do. 251 | Recovery register XX.—Thanawar register of receipts. | 12 " .. | Do. 771, 767 do. |
| | | CASE WORK—SPECIAL RE[illegible] | | |
| 70 | Do. 271 | Register I.—Head office general register of cases under sections 105 and 106, B.T. Act | Permanent .. | Do. 800 do. |
| 71 | Do. 272 | Register II.—Cases under section 108, B.T. Act | Ditto .. | Do. 800 do. |
| 72 | Do. 273 | Register III.—Cases under section 108A, B.T. Act | 12 years .. | Do. 800 do. |
| [illegible] | D[illegible] | [illegible] general register of cases under section 40. | [illegible] | [illegible] |
| | | RECORD ROOM | | |
| 74 | Do. 288 | Record room register I .. | Till the [illegible] | Do. 838, 800 do. |

| Serial | Form of | Name of Register. | Period of | Authority |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | SURVEY AND SETTLEMENT BRANCH—*contd.* | | |
| | | Record room—*concld.* | | |
| | Form 289 | | settlement | |
| 76 | Do. 290 | Ditto III .. | Ditto .. | Do. 838 869 do. |
| 77 | Do. 291 | Ditto IV .. | Ditto .. | Do. 860 do. |
| 78 | Do. 293 | Ditto VI .. | Ditto .. | Do. 860 do. |
| 79 | Do. 294 | Ditto VII .. | Ditto .. | Do. 860 do. |
| 80 | Do. 295 | Ditto VIII Do- | Ditto .. | Do. 860 do. |
| | | Collector | | |
| 81 | Do. 296 | Records room register IX | 12 years .. | Do. 860 do. |
| 82 | Do. 297 | Ditto X Preparation of Collectorate volume. | Till the next revision settlement | Do. 860 do. |
| 83 | Do. 298 | Record room register XI, Chronological register. | Permanent | Do. 860 do. |
| | | Copying Section. | | |
| 84 | Do. 305 | Copying bill register .. | 12 years .. | Do. 860 do. |
| 85 | 1 | Estates under settlement | Permanent .. | Chapter I, section IV, page 10 of the Register and Return Manual, 1932 |
| 86 | 65 | Recipients of malikana due to proprietors during the currency of a settlement and payment of such malikana. | Ditto .. | Rule 338 of the Bihar Board's Miscellaneous Rules, 1958. |
| 87 | 66 | Recipients of permanent malikana. | Ditto .. | Rule 340 of the Bihar Board's Miscellaneous Rules, 1958. |

| [illegible] | [illegible] | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | SURVEY AND SETTLEMENT BRANCH—*concld.* | | |
| | | Government Estates—*concld.* | | |
| [illegible] | | [illegible] | [illegible] | [illegible] Settlement Manual, 1959 |
| 80 | 80A | Ledger of disbursement to be kept by Settlement Department. | During the currency of settlement. | Board's Circular no. 3 of October, 1965. |
| | | TAUZI BRANCH | | |
| 1 | 3 | Tauzi Roll .. | Permanent .. | Rule 5, section I, Chapter II of the Tauzi Manual, 1951. |
| 2 | 35 | Redemptions of petty estates | Ditto .. | Rule 6(5), section II, Chapter II of the Tauzi Manual, 1951. |
| 3 | 39 | New estates .. | Ditto .. | Ditto. |
| 4 | 40 | Alterations of assessment .. | Ditto .. | Rule 6(c), section II, Chapter II of the Tauzi Manual, also rule 34, Chapter IV, Government Estates Manual, 1953 |
| 5 | F | Tauzi Ledger .. | 12 years . | Rules 5 and 18, section XV, Chapter II of the Tauzi Manual, 1923 |
| 6 | G | Land Revenue goshwara . | 12 .. .. | Rule 3, section XVII, Chapter II of the Tauzi Manual 1951. |
| | | Tauzi Navis chalan register | 12 .. | Rule 4(b), section XVI, Chapter II of the Tauzi Manual 1951 |

| Serial no. | Number of Register. | Name of Register. | Period of retention. | Rule prescribing |
|---|---|---|---|---|
| | 2 | 3 | 4 | 5 |
| | | TAUZI BRANCH—*concld.* | | |
| 8 | .. | Tauzi Muharrirs' register of [illegible] | 12 years .. | Rule 4(*d*), section [illegible] of the Tauzi Manual, 1901. |
| 9 | .. | Land Revenue arrear list .. | 12 " .. | Rule 2, section XIX, Chapter II of the Tauzi Manual, 1901. |
| 10 | .. | Default records .. | Twelve years from the date of last entry. | Rule 3, section XIX, Chapter II of the Tauzi Manual, 1901. |
| 11 | .. | Index of tauzi roll .. | Permanent .. | Rule 7, section I, Chapter II of the Tauzi Manual, 1901. |
| 12 | .. | Kaiwat abstract of tauzi roll (Appendix C). | 12 years .. | Rule 5, section II, Chapter II of the Tauzi Manual, 1901. |
| | | TENANCY ACTS BRANCH | | |
| | | *(a) For use in districts where the Bihar Tenancy Act is in force.* | | |
| 1 | 17 | Register of notices of enhancement. | 2 " .. | Sections 6—8 of the Bihar Tenancy Act. |
| 2 | 18 | Register of notices of relin[illegible] | 2 " .. | Rule 37, Chapter V [illegible] Rules under Bihar Tenancy Act. |
| 3 | 331/IV | Applications for commutation of rent payable in kind under section 40 of the Bihar Tenancy Act. | Permanent .. | Board's Circular Order no. [illegible] of January, 1887. |
| 4 | 331/IV | Applications for registration of improvements under section 80 of the Bihar Tenancy Act. | Ditto .. | Ditto. |

| Serial | Number of | Name of Register | Period of | Authority |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | TENANCY ACTS BRANCH —*contd.* | | |
| | | *(c) For use in districts where the Bihar Tenancy Act is in force* | | |
| | [illegible] | [illegible] | Permanent .. | Board's Circular Order no. 2 of January, [illegible] |
| [illegible] | [illegible] | Applications for determination of proprietor's private land and [illegible] under section 118 of the Bihar Tenancy Act | Ditto | Ditto |
| | IX | Notices of attachment of encumbrances under section 167 of the Bihar Tenancy Act. | Ditto .. | Ditto. |
| [illegible] | | Application for execution of decrees for costs in pauper under sections 105 and 106 of the Bihar Tenancy Act | Ditto .. | Rule 452 of the Bihar Survey and Settlement Manual, [illegible] |
| | [illegible] | Notices of transfers of tenures or rayats holdings at fixed rate under sections 12, 13, 15 and 16(a) of the Bihar Tenancy Act. | 12 years after the date of the last entry | Rule 24, Chapter V of the Bihar Tenancy Act |
| 10 | [illegible] | Apportionment or division of crops, sections 69 and 70 of Bihar Tenancy Act | Ditto .. | Board's Circular Order no. 2 of January, 1887 |

| Serial no. | Number of Register. | Name of Register. | Period of retention. | Authority prescribing. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | TENANCY ACTS BRANCH —*concld* | | |
| | | (c) *For use in districts where the Bihar Tenancy Act is in force*—*concld* | | |
| 11 | [illegible] / V | Applications to record evidence of improvements under section 81(1), and applications to decide question of the right to make improvements under sections 78(a) and 78(b) of the Bihar Tenancy Act | Need not be kept more than 12 years after the date of the last entry in it (provided there is in some other form, a permanent record of the final result of the proceedings taken upon the notices or in question) | [illegible] Bihar [illegible] 188 |
| 12 | 338 / VI | Notices of landlord's intention [illegible] under section 87(2) [illegible] Bihar Tenancy Act. | To be destroyed [illegible] years after the date of last entry | Ditto. |
| 13 | 1 | Register of applications under section 103 of the Bihar Tenancy Act. | Ditto .. | Rules 91—100, Chapter VI of the Bihar Tenancy Act Rules. |
| 14 | .. | Price list register .. | Ditto .. | Section 39, Bihar Tenancy Act. |
| 15 | 11 | [illegible] | [illegible] | [illegible] Act VI of 188[illegible] |
| | | (d) *For use in districts where the Chota Nagpur Tenancy Act is in force.* | | |
| 16 | 10 | Register of notices of Deposit | 3 .. | Board's order no. [illegible] |
| 17 | 8 | Register of Suits .. | 12 .. | 15th December 1917 and no. 19—18-3, dated the 7th September 1917 |
| 18 | 9 | Register of Decrees .. | 12 .. | |

| Serial | Number of | Name of Register. | Period of | Authority |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | **WARDS BRANCH** | | |
| | | *Board's Office* | | |
| 1 | 3 | Landed property owned by managers and non-gazetted officers on a remuneration of above Rs. 200 per mensem. | So long as the officers concerned remain in service. | Rule 302 of the [illegible] Manual, 1941 |
| | | *Commissioner's Office.* | | |
| 2 | .. | Landed property owned by managers, assistant or sub-managers and non-gazetted officers on a remuneration of above Rs. 100 and not above Rs. 200 per mensem. | So long as the officers concerned remain in service. | Ditto. |
| | | *Collector's Office* | | |
| 3 | 34 | Estates managed by the Revenue authorities under Acts IV of 1912, XI of 1858, IX of 1879, or VIII of 1899 | Permanent .. | Ditto. |
| 4 | 35 | Attached estates .. | Ditto .. | Ditto. |
| 5 | 35A | Ledger of attached estates, no. 35A | 12 years .. | Ditto. |
| 6 | 80/3 | Letters received .. | Permanent .. | Ditto. |
| 7 | 81 | Letters issued .. .. | Ditto .. | Ditto. |
| 8 | [illegible] | Standing order-book no. 76-A | 12 years .. | Ditto. |
| 9 | 27/[illegible] | Petitions, no. 27 .. .. | 12 .. .. | Ditto. |
| 10 | 28/7 | All other papers [illegible] [illegible], no. 28 | 12 .. .. | Ditto |

| Serial No. | Number of Register | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | **WARDS BRANCH.** —*contd* | | |
| | | *Collector's Office*—concld. | | |
| 11 | 8 | Miscellaneous cases, no. 8 .. | 12 years .. | Rule 302 of the Bihar Wards Manual, 1941 |
| 12 | 9 | Attendance and occupation of officers. | 3 „ .. | Ditto |
| 13 | 46/10 | Leave, no. 46 .. .. | 5 years after death or retirement. | Ditto. |
| 14 | 11 | Government securities, Stocks, Bank shares, etc. | Ditto .. | Ditto. |
| 15 | 12 | [illegible] ornaments, jewellery, etc., kept in the treasury. | [illegible] | [illegible] |
| 16 | 13 | Letter despatch book showing consumption of postage stamps. | 2 years .. | Ditto. |
| 17 | 14 | Leased property owned by managers, assistant or sub-managers and non-gazetted officers on a remuneration of not above Rs. 100 per mensem, no. 45A | So long as the [illegible] | Ditto |
| | | *Manager's Office.* | | |
| 18 | 60/1 | Letters received, no. 60 .. | Permanent | Ditto. |
| 19 | 61/2 | Letters issued, no. 61 .. | Ditto .. | Ditto. |
| 20 | 26A/3 | Standing order book, no. 26A | 12 years .. | Ditto. |
| 21 | 27/4 | [illegible] | [illegible] | [illegible] |

| [illegible] | [illegible] | [illegible] | [illegible] |
|---|---|---|---|
| 3 | 2 | 1 | 4 |
| | | WARDS BRANCH—*contd.* | |
| | | *Manager's Office*—contd. | |
| [illegible] | [illegible] | All other papers received in the office, except English [illegible] | Rule 302 of the Bihar Wards Manual, 1944. |
| [illegible] | [illegible] | Miscellaneous cases, no. [illegible] | Ditto. |
| 24 | [illegible] | Attendance and occupation [illegible] | Ditto. |
| [illegible] | [illegible] | Loss [illegible] | Ditto. |
| 24 | [illegible] | Title-deeds, other valuable documents, jewellery kept in the treasury | Ditto |
| [illegible] | [illegible] | Letter despatch book showing the consumption of postage [illegible] | Ditto. |
| [illegible] | 11 | Security [illegible] form [illegible] by officers in the employ [illegible] | Ditto. |
| [illegible] | [illegible] | Records, no. 41 | Ditto. |
| 9 | [illegible] | Index of correspondence, no. [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] showing money received first into treasury and cheques issued against the treasury balance. | [illegible] |
| [illegible] | | Cash book showing all money (except receipts and disbursements of the permanent advance received in and disbursed from the manager's office). | [illegible] |

| Serial no. | Number of Register. | Nature of Register. | Period of retention. | [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | WARDS BRANCH—*contd.* | | |
| | | *Manager's Office*—contd. | | |
| [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 35 | 18 | Ledger of debts due to the estate. | Ditto .. | Ditto. |
| 36 | 19 | Ledger of revenue, rents and cesses payable by the estate. | Ditto .. | Ditto |
| 37 | 20 | Ledger of debts payable by the estate. | Ditto | Ditto. |
| 38 | 21 | Suits original or appeals and decrees against the estate. | Ditto .. | Ditto. |
| 39 | C 22 | Decrees in favour of the estate, real and outstanding | Ditto .. | Ditto. |
| 40 | 22-A | Register of Civil Suit decrees passed against the estate. | Ditto .. | Ditto. |
| 41 | 23 | Revenue paying estates, un- [illegible] free and rent-free properties belonging to the estate. | Ditto .. | Ditto. |
| 42 | 24 | Moveable properties .. | Ditto .. | Ditto. |
| 43 | [illegible] 25 | [illegible] etc., in the library. | [illegible] .. | Ditto. |
| 44 | 44 [illegible] | Occupation of peons .. | 3 years .. | Ditto. |
| 45 | 27 | Settlements .. .. | 12 years after the release of estate | Ditto. |
| 46 | 28 | Ledger of advances .. | Permanent .. | Ditto. |

| Serial | Number of [illegible] | Name of Register. | Period of [illegible] | Authority [illegible] |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | WARDS BRANCH—*concld.* | | |
| | | *Manager's Office*—concld. | | |
| 7 | [illegible] | [illegible] | [illegible] | [illegible] |
| 48 | 29 | Adjustment register of [illegible] | Ditto .. | Ditto. |
| 49 | 30 | Ledger of deposits .. | Ditto .. | Ditto. |
| 50 | 31 | Monthly abstract of outstanding deposits. | Ditto .. | Ditto. |
| 51 | 41 | Ledger of permanent advances in the managers' Land. | 12 years .. | Ditto. |
| 52 | 33 | Register of interest on Government paper. | Permanent .. | Ditto |
| [illegible] | [illegible] | [illegible] the purchase of tenants' holdings by Wards, etc., estates at sales in execution of decrees for arrears of rent and their resettlement. | [illegible] | [illegible] |
| 54 | 35 | Ledger of costs of Civil Suits, Criminal cases and miscellaneous proceedings. | Ditto . | Ditto. |
| | | WASTE LANDS BRANCH. | | |
| 1 | 16 | Applications for leases of [illegible] | 2 years after [illegible] of all cases. | Rule 1, Note, Chapter [illegible] of the Bihar Waste Lands and Mineral Concessions Manual, 1947. |
| [illegible] | [illegible] | [illegible] | [illegible] of the last [illegible] | [illegible] Bihar Waste Lands [illegible] Manual, 1947 |

[illegible] Treasury records

[*Vide* rule 121]

| [illegible] | Description of records. | Period of retention. | Authority governing |
|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | Office copy of cash account and list of payment | 33 years | Art. 279, C. A. C. |
| | Treasury Memoranda showing sale of stamps | 12 ,, | Art. 287, C. A. C. |
| | Office copy of Treasury cash balance | 3 ,, | Form no. 4, Resources Manual |
| 4 | Office copy of statement of small silver and copper coins and probable requirements. | 1 [illegible] | Art. 87 (6), Resources Manual |
| | Office copy of currency notes issued and received during the quarter. | 12 years | Art. 142, Resources Manual |
| | Office copy of statement of shroff marked, light weight and other defective silver | 3 ,, | Art. 85, Resources Manual |
| | 75 Office copy of statement showing receipt and issue of sovereigns and half sovereigns. | 3 | Art. 82, Resources Manual |
| 9 | 76 Office copy of Quarterly Return showing silver coins [illegible] of being reduced in weight. | 3 ,, | Art. 83, Resources Manual |
| | 79 Office copy of plus and minus memo. of stamps, opium etc | [illegible] | Art. 288, C. A. C. |
| | 80 Office copy of plus and minus memo. of Loans and [illegible] | 12 | Art. 288, C. A. C. |
| | 81 Office copy of plus and minus memo. of Local Funds. | 6 ,, | Art. 525, C. A. C. |
| | 82 Office copy of Receipts and payments of Municipal Funds. | | Art. 525, C. A. C. |
| 13 | 83 Office copy of Extract Register of Receipts and payments of personal deposits. | 12 ,, | Art. 355, C. A. C. |
| 14 | 84 Office copy of plus and minus memo of deposits. | 12 ,, | Ditto |

APPENDIX I

| | | | | |
|---|---|---|---|---|
| 15 | 200 | Treasury Officers' memo. of [illegible] | [illegible] | Art 268, C. A. C. |
| 16 | 84 | Office copy of indent for currency notes | | Art. 113, Resource Manual |
| 17 | 85 | Office copy of indent for small silver and copper coins | [illegible] | Art. 87 (A), Resource Manual |
| 18 | 86 | Office copy of indent for supply Bill and transfer Receipt Form | | Art 390, C. A. C. |
| 19 | 89 | Office copy of Annual Return of Civil, Marine, etc., Pensions | | Article 333, C. A. C. |
| 20 | 90 | Office copy of List of Pensioners | | Ditto. |
| | | [illegible] charge of treasury [illegible] | | Art 2, C. A. C. |
| 22 | 92 | Office copy of requisition for correction of accounts | [illegible] | Paragraph 42[illegible], Treasury Manual. |
| 23 | .. | Notice of treasury requisitions | 1 [illegible] | Article, 33, Resource Manual |
| 24 | .. | Credit orders and assignments | 6 | Arts 275—77, C. A. C. |
| [illegible] | .. | Accountant-General's objection of adjustment slips | | Art 972, C. A. C. |
| 26 | .. | Chalans for money paid into the treasury | | Art. 5, C. A. C. |
| [illegible] | [illegible] | Invoices of coin remittances | | Art 24, Resource Manual |
| [illegible] | [illegible] | Invoices of currency notes | | Art. 28 (b), Resource [illegible] |
| [illegible] | [illegible] | Daily sheets of receipts and disbursements received from [illegible] | [illegible] | [illegible] |
| 30 | 289 | Remittance acknowledgment Receipts | | Art 136 (b), Resource Manual. |
| 31 | .. | Daily sheets of Receipts and Disbursements from the Bank that keeps the Government cash balance | [illegible] | Art. 939, C. A. C. |

| Serial No. | No. of [illegible] | [illegible] | [illegible] | [illegible] |
|---|---|---|---|---|
| | | 3 | | 4 |
| [illegible] | | Application for R T [illegible] Rs and supply Bills | [illegible] | Art. 164 C A. C. |
| [illegible] | | Daily Advice List of Payment orders issued by Judicial officers. | [illegible] | Art 215 (b), C. A. C. |
| 34 | [illegible] | Advice of Bills and Transfer Receipts | | Art. 383, C. A. C |
| [illegible] | [illegible] | Advice of cancellation of Bill | | Art. 387, C A C. |
| [illegible] | [illegible] | Advice List of cash orders on sub treasury | | Art. 283, C A C. |
| [illegible] | [illegible] | Counterfoils of cash orders on sub-treasuries | | Ditto |
| 2[illegible] | | Counterfoil [illegible] of Bills and Remittance Transfer Receipts | [illegible] | Art. 306, C A C. |
| 32 | | List of money orders paid by the post office into treasury by book transfer. | [illegible] | Sub rule II, rule 335 of the Bihar Boards Miscellaneous Rules [illegible] |
| 4 | | Advice List of money orders received in the treasury | | Arts. 40[illegible] (b), C A C |
| 4 | [illegible] | Advice List of Wards estates | | Rule 187, Ward Manual, 1941 |
| 4 | | Advice of enfacement and cancellation of Government Promissory Notes received from Bank (Securities Manual no. 10). | [illegible] | Para. 39 (d), Securities Manual |
| 4 | | Office copy of Return silver coins withdrawn from circulation | [illegible] | Article 86, Resources [illegible] |
| 44 | [illegible] | Office copy of Return of counterfeit coin | [illegible] | Art 88 ditto. |
| 4 | | First stage of compilation | [illegible] | Para. 41 of Treasury Manual |
| 4 | [illegible] | Extract from objection statement. | [illegible] | Art 19, C. A. C. |
| 4 | [illegible] | Intimation to treasury officer of transfer of charge. | | Art. 373, C A C. |
| 4[illegible] | [illegible] | Payment order of coupons Bearer Bonds at a sub treasury (Securities Manual [illegible] | [illegible] | [illegible]ragraph 35, Securities Manual |

APPENDIX F.

| Serial no. | Form no. | Description of records | Period of retention | Authority prescribing |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 43 | [illegible] | Payment orders of interest on promissory notes at sub-treasury (Securities Manual) | Permanent. | Para 43-c), Securities Manual |
| 44 | [illegible] | Acknowledgment for Securities tendered for renewal, consolidation or subdivision (Securities Manual no. 17). | Not to be destroyed [illegible] | Paras 63, 68(c) and 120, Securities Manual |
| 5 | [illegible] | Application for safe custody of [illegible] Securities Manual no. 21 | Little [illegible] | Para 115(a), Securities Manual |
| 5[illegible] | [illegible] | Acknowledgment of receipt of [illegible] Securities Manual no. 22). | Ditto [illegible] | Para 116(c), Securities Manual |
| 1 | [illegible] | Application for withdrawal of Government Promissory Notes held in safe custody (Securities Manual no. 24). | [illegible] | Para. 116(d), Securities Manual |
| 4 | | Office copy of the Rupee remittance form. | [illegible] | Art. 81 of Treasury Manual |
| 6[illegible] | | Sub-treasury officer's portions of [illegible] | [illegible] | Accountant General's letter no. Pen. 15 1398, dated [illegible] November [illegible] |
| 66 | | Money order acknowledgments received from post office in support of payment of pension by money order | [illegible] | [illegible] |
| 7 | | Periodical non-employment certificates and the annual finger impression and declaration obtained from pensioners who have elected to take payment by money order | [illegible] | Ditto. |

Vide rule 225.

| Questions for the Inspection of Records. | Observations by Inspecting Officers. |
|---|---|

[References are to the Records Manual 1980, when no other Manual is specified.]

## OFFICE

### RECORDS

#### (A)—English Records—Current Correspondence.

N.B.—In regard to questions marked thus(*) the reply should be given after testing a few instances.

1. In the last three years, how often has the Deputy Collector in charge been changed? (Note 2, Preamble.)

1A. In the last three years, how often have the head ministerial officer and the reference clerk been changed? (Note 2, Preamble.)

1B. What is the name of the Deputy Collector in charge and how long has he been in charge? (Note 2, Preamble.)

1C. What are the names of the head ministerial officer and the reference clerk, and how long has each held his appointment? (Note 2, Preamble.)

1D. Does the ministerial head of each department keep a note-book alphabetically in which are noted references to important orders and precedents relating to his department? (Rule 117, Chapter VI of the Bihar Board's Misc. Rules, 1958.)

1E. Is a list hung up showing the registers kept in the department, and is it signed by the Deputy Collector in charge and kept up to date? (Rule 118).

2. Are all covers received and opened by the Collector? If not, to whom is the duty entrusted? (Rule 13.)

*3. Does the head assistant affix docket stamps on each letter and then fill in the spaces provided for the department and class of papers to which the document belongs and note in pencil for the guidance of the diarist the collection under which it falls? (Rule 13.)

4. Are all letters received and issued entered in the registers, the subject being given clearly but concisely? (Rule 33.)

5. Is every letter, whether received or issued, serially numbered and entered in the fly-leaf as soon as it is received or issued? (Rules 17, 32 and 61.)

6. Are registers 60, 61 and 62 kept up to date? (Rule 8.)

7. Are new registers opened every year? (Rule 8.)

8. Is attention paid to rules 7 to 12, prescribing the mode of keeping the Index Register no. 62 and Registers 60 and 61?

9. Does each department not include [illegible] its own set of registers of letters received and issued, and index register? (Rule 9.)

*10. Is the retention of a file at the expiration of a year noted in the index register for that year? (Rule 69.)

*11. Is the collection system thoroughly understood? (Rule 5.)

[illegible] files within each collection [illegible] ly in the shelves of the current records? (Rule 81.)

*13. Are office notes or "keep-withs" kept in the file to which they belong and sewn to the letters to which they belong? (Rule 4.)

14. Is care taken not to mix up two or more different subjects in a single file? (Rule 5).

15. Are new files intelligently opened? (Rules 16 and 23.)

16. Are the files examined in regard to classification and arrangement in serial order and fly-leaves prior to their transfer to the record-room of old correspondence? (Rule 67.)

17. Are C papers sorted and destroyed before sending them to the record-room? (Rule 73.)

*18. Are rules 58 to 70 regarding the arrangement of files and collections of current correspondence strictly attended to by the head assistant and the reference clerk?

19. Are removal slips placed in the proper place when any paper or bound volume is removed and are they destroyed when received back? (Rules 64 & 65.)

Are all letters to the address of one authority enclosed and despatched in a single envelope? (Rule 213.)

21. Are the Collector's diaries filed together in a form convenient for reference? (Rule 44 of the Bihar Board's Miscellaneous Rules, 1947.)

Does the Collector correspond with his subordinates at headquarters by note and order and not by formal letters? (Rule 132.)

*23. Are the papers within each file ordinarily all of foolscap size or folded in foolscap size? Are all the papers smaller than this size pasted on to a sheet of foolscap? (Rule 1.)

*24. Are, are copies of printed letters kept in accordance with rules 74 & 75?

24A. Are the spare copies of more than three years old sent to the record-room? (Rule 74.)

25. Are all blank reports and returns treated as C class papers? (Rule 100, class C.)

26. Has the system of classification of A, B and C papers been carried out with regard to all the collections in the current record-room? If not, state the explanation when the work will be completed and who is responsible for the failure to keep the classification up to date? (Rule 89.)

*27. When a year's collections are made over to the record-keeper, does the department concerned first make over to the clerk in charge of forms and stationery all the mill boards not required for tying up the files in bundles by collections, and does such clerk enter these mill boards in his stock register? (Rule 78.)

28. Is the date of drafting noted in each fair copy of a letter under the place for the Collector's signature? (Rule 23.)

29. Are rules 77, 78 and 80 regarding the transfer of English correspondence to the record keeper duly observed in the current record room?

30. Are any registers kept in almirahs? (Rule 200.)

31. Are there any registers on the clerk's table other than those in actual use? (Rule 201.)

32. Is a work-card kept up to date by each clerk or muharrir showing the particulars regarding each register? (Rule 115 [illegible] 1958.)

33. Are the registers and Manuals kept vertically with their backs duly labelled and arranged alphabetically, between two iron supports on clerks' tables? (Rule 200.)

34. [illegible] Is the procedure referred to in rule 11, [illegible] Register and Return Manual, 1932, followed to increase punctuality in the submission of returns?

*35. Examine the methods of checking pending letters and issuing reminders punctually, and state whether they are satisfactory. (Rules 18 and 38.)

36. Does each responsible clerk properly k[illegible] [illegible] cabinet in which to note the proper dates for putting up files? (Rules 40 and 46 (*a*).)

36A. Does he enter clearly but concisely the subject-matter on each kind of reminder? (Rule 30.)

37. Is correspondence in arrears? If so, what action is necessary to work off the arrears?

*38. Except for immediate reference, do the clerks keep disposed-of files on their tables? (Rule 66.)

39. Is a list of returns and reports due hung up before or near the head clerk with a view to their punctual submission to the higher authorities?

40. (1) Is each typewriter in the charge of a particular clerk and is an acknowledgment given for its being in good order as required by rule 121, page 32 of the Bihar Board's Miscellaneous Rules 1958? (2) Are the instructions for the care of typewriters given in rule 122 on the same page followed by the clerks in charge of them?

## (B)—English Records—Old Correspondence

N.B. In regard to questions thus marked(*) the reply should be given by testing a few [illegible]

41. When is column 4 of the Index Register filled up? (Rule 60.)

*42. Is a note kept on a label inside the front cover of Register no. 62 showing where the collections and files referred to are stacked and the annual total of letters received and issued in each department? (Rule 97.)

*43. Are fly-leaves to all files preserved permanently? Do they show every letter, whether A B or C? (Rule 62.)

*44. Do the reference clerks of the various departments concerned regularly send in their year's collections to the record keeper? (Rules 58 and 77.)

*45. If not, what departmental records are delayed? What is the explanation?

45A. Does the record keeper bring the delay to the notice of the Deputy Collector? (Rule 77.)

*46. Are the C papers destroyed by the department to which the files belong before the files are made over to the record-keeper? If not, state the reason? (Rule 105.)

*47. Are Registers 60, 61 and 62 bound, the blank pages having been removed? If not, when will this be done? (Rule 10.)

*48. Where these registers of a department for each year contain but few pages are such registers for several years bound together chronologically in one volume? If not, when will this be done? (Rule 10.)

*49. Are the files in the collections arranged in numerical order? (Rule 81.)

*50. Where a file is missing in a collection, is there in its place a removal slip to show with whom the file is or to what year it is transferred? If not, who is responsible? (Rule 80.)

*51. Are the files of each collection tied together in numerical order in bundle and is there on the outer mill board a label pasted showing to what department and year the collection belong, and the number and name of the collection? (Rules 82 to 84.)

*52. When two or more collections are tied together in one bundle, are they arranged in numerical order, and is thereon the outer face of the bundle a mill-board on which is noted what collections are in the bundle and the year and department they belong to? (Rules 82 and 84.)

*53. Are the bundles of collections arranged in numerical order and vertically on the shelves? (Rule 82.)

*54. When a letter only is given out from a file on a requisition, is a removal slip kept in proper place? (Rule 64.)

Is the procedure laid down in rules 111 and 112 with regard to the preservation of the *Bihar Gazette* followed?

APPENDIX G.]

(C —Current Vernacular Records.

[illegible] In regard to questions marks thus(*) [illegible]

56. Is a ministerial officer placed at the head of the department and held responsible for all the papers of all the cases in his department ? (Rule 124 )

57. Does the Superintendent see that papers duly received are duly made over to the departmental officers ? (Rule 125 )

58. Are rules 124 to 126 of the Manual duly attended to ?

59. Are all papers connected with each case classified strictly in accordance with the rules 165 to 173 of the Manual ?

*60 Is a combined title-page and fly-leaf attached to each record and filled up according to the rules of the Manual ? (Rule 127.)

60-A. Are "miscellaneous cases", as far as possible, arranged chronologically in monthly, quarterly or annual bundles (as may be most convenient locally) ? (Rule 6 )

60-B If there be an excessive multiplication of "cases" and combined title-page and fly-leaves, what steps can be taken to reduce work by arrangement of cases in monthly bundles, etc., as above indicated ? (Rule 171 )

*61. Is an order-sheet attached to each record of land revenue cases ? (Rule 129)

*62 Are the vernacular records not required for immediate reference transferred to the record-keeper within seven days after the end of the month, in which, final orders have been passed ? (Rule 125.)

62A If the limit of exact date is exceeded, was sanction to the deviation obtained from the Collector? (Rules 125 and 146.)

62B. And is a list showing the dates on which records are due kept as prescribed in rule 146?

## (D)—Old Vernacular Records

*N. B.* In regard to questions thus marked (*) [illegible] instances.

63 On what principle are the records of each department arranged? Is that principle invariably observed? (Rule 131.)

64. Are the records of estates not borne on the revenue roll of the district arranged by estates in a different series from that of estates borne upon the district roll? (Rule 134.)

65 With the exceptions permitted by rule 135, are the records of lands belonging to the district, but borne on the revenue-roll of other districts, kept here? (Rules 134 and 135.)

66. Are the records of lands belonging to other districts, but borne on the revenue-roll of this district, kept here, and not in that of the district where the lands, or some of them lie? (Rule 134.)

*67 Are the records of *patni* sales which have taken place in the district kept in the district record room with the same estate? (Rule 135.)

*68. Are the records of all cases finally disposed of in the district under the Public Demands Recovery Act, or under the rent law in force (in districts where rent suits are tried by revenue officer), and records of cases under sections 12, 13, 14, 15, 18 and 167 of the Bihar Tenancy Act kept in the district record-room? (Rule 135.)

*69. Are the papers of one estate kept separate from those of another estate? (Rule 131.)

70. Are the papers relating to revenue free estates kept in a separate place from those for revenue-paying estates and arranged on shelves according to the serial number in Register B? (Rule 131.)

*71. Are the papers relating to revenue-paying estates arranged according to the serial order of their tauzi number? (Rule 131.)

*72. Are the tauzi numbers or Register B numbers of the revenue-free records clearly and durably written or painted prominently on each shelf or compartment of shelf on which they are kept? (Rule 132.)

73. Are records appertaining to land acquisition cases and chaukidari chakaran lands kept in the district in the jurisdic-

situated? (Rule 137.) (2) In what record room registers are the Land Acquisition case records entered and in what order are they arranged?

*74. Does each bundle contain a list of the enclosed cases with the date of the year in which they occurred? (Rule 141.)

74A. Is the name and date of the case inserted in the list when a fresh case is added to the bundle? (Rule 141.)

75. Are all the valuable documents referred to in rule 153 kept in almirahs under double lock and key? (2) Who keeps the keys? Is a separate list for each almirah kept of these records in such a way that any document required can be found at once? (3) Does the Deputy Collector in charge periodically inspect and compare the contents with the list? (Rules 153 and 154.)

76. Are such documents in good condition ? (Rule 153 )

76A. Are they kept in a wire rack or in a separate almirah ? If an almirah, is it locked and are the front and sides filled up with wire work to admit of the free circulation of air ? (Rule 153 )

77. Does the gazetted officer examine regularly Register 41B and see that the records received are duly entered in the register by the record-keeper and promptly dealt with ? (Rules 145 and 146 )

78 Up to what date have the records been received from each subdivision ? (Rule 185,

79. Is the list kept up to date of all the courts and departments from which the record-keeper has to receive records ? Is it signed and dated by the Deputy Collector in charge and hung up in the record room ? (Rule 146 )

80. Does the record keeper bring to the notice of the Deputy Collector in charge any delay in depositing records in the record-rooms on due dates ? (Rule 147 )

80A. And does he see that the records which have not been deposited during the month in which they are due are duly accounted for in the next month ? (Rule 147 )

80B. Has any undue delay been brought to the notice of the Collector ? If not, why not ? (Rule 146.)

*81. Are the A. B files kept together and the C files on a separate rack ? (Rule 161 )

*82. Are the C papers on their separate racks arranged according to dates of decision and classes of cases ? (Rule 162 )

83. Are C papers more than two years old destroyed in January of each year? (Rule 174.)

84. Does the record keeper examine each working day the contents of one bundle of vernacular records to see whether the contents agree with the lists in the bundle and whether B and C papers have been duly destroyed? (Rule 142.)

*84A. Is this list as well as the corresponding entry in the shelf Register 41 of records signed and dated by him (Rule 142.)

## (E) Record-room—General.

*N. B.*—In regard to questions thus marked(*) the reply should be given by testing a few at random.

The registers to be seen in the record-room are: Registers A to D (Land registration), 12, 12A (Separate accounts), 41, 41A, 41B (1, C and subdivisions only), 41D, 42, 57, 57A (Record room), also copying department registers of applications for information and for copies and earnings of

*

85. Is a list kept up to date showing in the last three years how often the record room Deputy Collector has been changed? (Note 2, Preamble.)

85A. In the last three years how often the record-keeper has been changed? (Note 2, Preamble.)

85B. What is the name of the record-room Deputy Collector, and how long he has been in charge? (Note 2, Preamble.)

85C. What is the name of the record-keeper, and how long he has held the appointment? (Note 2, Preamble.)

86. Is the record-room (English and Vernacular) old correspondence under the charge of a Deputy Collector? Who is held responsible for the proper working of the record-room in accordance with the rules of the Records Manual? (Note 2, Preamble.)

87. In addition to the daily supervision of the record-room and staff does the Deputy Collector make a thorough inspection at least each half year? (Note 2 Preamble.)

88. Is a note book kept in the record-room in which all important orders are noted? (Note 2, Preamble.)

89. Are the inspection notes of the Deputy Collector kept in a separate inspection register? (Note 2, Preamble.)

90. Does the record-keeper say that (1) all records received have been entered in one of the Registers 41, 41A, 41B, 41C, 41D and 42 and (2) all registers received have been entered either in Register 57 or 57A? If not, what are the exceptions [illegible] received) and the cause and when will these omissions be finished? If there are any old records or registers which have not been entered in Registers 41, 42, 57 and 57A, what steps are being taken to register them and when will it be completed? (Rule 151.)

91. When was the record-room last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Rule 38 of Bihar Board's Miscellaneous Rules, 1958.)

92. Has the ministerial officer in charge a guard file of extracts from the inspection remarks of Collectors and other superior

officers relating to the record-room, and are such arranged chronologically and are they paged and indexed? (Rule 60 of the Bihar Board's Miscellaneous Rules, 1947.)

93. When were the quinquennial and annual destruction of papers made under rules 95, 172, 174 and 175

94. Have exhibits and private documents been ever destroyed? If so, when and under what authority? Was notice of destruction duly served on the parties and published in the cutchery? (Chapter V.)

95. Is a plan of the record-room hung up in a conspicuous place? (Rule 226.)

95A. And does it (or does an index connected with the plan) show the numbers of the rooms, racks and shelves and the class of papers to be found on each? (Rule 226.)

95B. Is it prepared and corrected up to date? (Rule 226.)

96. Is a statement hung up in the record-room showing how to find where a particular document is deposited? (Rule 199.)

97. Is it so prepared that any intelligent person could by using it obtain any particular class of record with ease? (Rule 199.)

98. Report after a practical test whether each clerk in the record-room knows where to find a particular record. (Rule 199.)

99. Have periodical returns and papers of a general nature a separate press assigned to them? (Rule 76.)

100. Are survey and settlement records and maps carefully kept on iron racks or in tin-lined almirahs? (Rules 154 and 155.)

100A. Have they got separate registers of their own? (Rules 154 and 155.)

100B. How are they arranged? (Rules 154 and 155.)

100C. Are they in good condition? (Rule 155.)

101. Are they periodically inspected by the Deputy Collector in charge or the Collector? (Rule 154.)

102. When were they last inspected? (Rule 154.)

103. What is the total number of records received in the record-room? (2) Is there an excessive number of records recently received in the record-room not deposited in their proper places within seven days of receipt? (Rule 146.)

104. What is the oldest date on which any of these were received? (Rule 146.)

105. Are the postings in Registers 57 and 57A made up to date in accordance with the classified lists of registers in Appendix E? (Rule 114.)

106. Does the record-keeper admit keeping or allowing to be kept up any unauthorised register? If so, report whether the Commissioner's sanction should be obtained to their retention. (Rule 116.)

107. Are the statements required by rule 118 kept up to date?

108. Is there any arrear in any branch of the work of the record-room? If so, state the reason.

*109. Are the rules 148 and 149 observed in furnishing records required for reference, and in receiving them back ?

*109A. Are removal note-slips used ? (Rule 148 )

*109B. Is Register 41D of records sent out of the record-room properly kept up and receipts taken for issue ? (Rule 149.)

*109C. What steps are taken to see that the records issued from the record-room are not allowed to remain out unduly long ? (Rule 150.)

*109D. At the beginning of each year are all issues not yet returned brought forward in red ink ? If not, give the reason ? (Rule 150 )

110. Does the record-keeper satisfy himself that the classification of all papers has been properly entered in the fly-leaf by departmental officers before placing a record on its proper rack or shelf ? (Rule 160 )

111. Are all B papers destroyed annually after 12 years ? (Rule 175.)

111A If not, specify the classes of papers for which a longer preservation has been prescribed by the Collector ? [Rule 228(B) (3) ]

*112. Up to what year have the ordinary B papers been destroyed ? (Rules 107 and 175 )

113. Are there said to be any C papers in the record-room more than two years old ? (Rules 105 and 174 )

114. What prevented the destruction of the ordinary B and C papers at the prescribed time ? (Rules 108 and 176.)

115. Are the sale-proceeds of useless papers regularly paid into the treasury? If the cost of arranging these papers for sale exceeds the probable sale-proceeds, are these papers burnt? (Rule 242.)

*116. Does the record-keeper on receiving records from any office or department for deposit in the record-room ascertain that on every document chargeable with stamp duty the head ministerial officer concerned has made the prescribed entry as to sufficiency or otherwise of the stamp borne? (Rule 12, section IV(a), Part III of the Stamp Manual, 1955.) (Rules 86 and 157.)

*117. (1) Are all the Court fees stamps contained in the record properly punched as required by section 30 of the Court-fees Act? (2) Is the round punch used for this purpose? (Rules 87 and 158.)

*118. Are records punched a second time in the record room with a triangular punch? (Rules 87 and 158.)

*119. Are the dates of punching by the record-keeper duly recorded upon the fly-leaf? (Rules 87 and 158.)

120. Are the punched-out pieces said to be regularly burnt or otherwise destroyed? (Rules 87 and 158.)

121. Are the labels affixed under the Court fees Act to copies, certificates or other similar documents said to be cancelled by punching out with square punch a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed? (Rules 87 and 158.)

122. As an additional precaution, does the record-keeper state that the signature of the officer attesting the document with

the date is written across the label and upon the paper on either side of it ? (Rules 86 and 157.)

123. Was inspection of records made at least once a quarter during the past year by heads of offices, in order to ascertain that the stamps have been properly punched and have not been removed ? If not, who has omitted to comply with the rule ? (Rules 87 and 158 )

124. Is the accommodation sufficient ? (Rule 200 )

124A. Are the compartments and shelves of convenient height ? (Rule 200 )

124B. Are desks, or small tables, folding flaps on hinges with brackets provided below the racks or in convenient corners for careful handling of volumes of registers by clerks and copyists ?

*125. Who has access to the record-room ? (Rule '

126. Is there a "No admittance" notice posted above the door ? (Rule 133 of the Bihar Board's Miscellaneous Rules, 1958.)

127. Has adequate security been given by the record-keeper and his assistants ? (Rule 220 of the Bihar Board's Miscellaneous Rules, 1958 )

128. Have the Commissioner's or any higher officer's instructions (if any) about the record-room on his last inspection been carried out ? (Rule 60 of the Bihar Board's Miscellaneous Rules, 1958.)

129. Has any report been submitted by the record keeper to the Deputy Collector about any missing paper ? What action is taken on such report ? (Rule 80.)

130. Are the monthly files considered as one record? (Rule 171.)

131. Are the iron racks labelled or painted? (Rules 84, 85 and 132.)

132. Is the floor regularly kept clean? Are coal-tar and naphthalene used for the floor, racks and records?

133. Are the wooden racks (if any) wiped with kerosene oil rags when necessary?

134. Does a caretaker sleep near the record-room at night? Who keeps the key of the record-room?

135. How many buckets are kept and where, inside or outside the record-room and are they *easily and promptly* accessible in the event of fire breaking out? Are these sufficient?

136. Are *sanads* to Revenue Agents and licenses to Stamp Vendors kept in monthly bundles? (Rule 164.)

| Question for the inspection of Library. | Observations by Inspecting Officers. |
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[illegible] when no other Manual is specified )

## OFFICE

## LIBRARY

[illegible] given by testing a few instances.

1. In the last three years how often [illegible]

1A. In the last three years how often [illegible] 246 )

1B. What are the names of the [illegible] in charge, and how [illegible] charge ? (Rules 244 and 246.)

1C. What is the name of the head [illegible] 246 )

1D. Is the record-room Deputy Collector in charge of the library or any other gazetted officer ? (Rules 244 and 246 and note 2, Preamble.)

1E. When was the library last inspected by the Deputy Collector in charge, the Collector and the Commissioner ? (Rules 266 and 267.)

1F. Has the ministerial officer in [illegible] extracts from the [illegible] superior officers relating to the library [illegible]

2 Have the books been collected together [illegible] under [illegible] of the Collectorate head clerk? Is there a separate librarian?

*Are all codes and manuals corrected up to date by [illegible] [illegible] 44 and 45)

Has a separate room been assigned for the library? If not, why not? (Rule 244.)

*4. Are additions and alterations promptly made in the Board's Manuals, Bihar Criminal Orders, Civil Service Regulations and other manuals by the [illegible] as [illegible] and steps are taken to obtain from the issuing office? (Rule 245.)

4-A. Are corrections made in the Regulations and Acts of the Bengal and Bihar whenever by any new enactment a part or the whole of any Act or Regulation is repealed or amended? (Rule 245.)

5. Has the catalogue been revised in accordance with rule 253?

[illegible] When was it last revised? (Rule 248.)

6. Have missing books, if any, been accounted for? (Rule 248.)

*7. Are books issued from the library except on the written requisition of a gazetted officer? (Rule 260.)

*8. Have receipts been invariably taken from officers receiving books? (Rule 264.)

*9. Have these receipts been always returned or cancelled when the books are returned to the library? (Rule 260.)

10. Are reminders issued for books not returned within a month and repeated every fortnight until they are returned? Are entries relating to books issued but not returned within the year brought

forward in red ink at the end of each year ? (Rule 262.)

*11. Do Collectors and gazetted officers in charge of library, [illegible] of the office satisfy themselves as to the state of the library ? (Rule 263 and 265.)

12. Does the librarian keep the keys of the almirahs ? (Rule 244.)

13. Who is in charge of the library during the absence of the librarian or head clerk from office ? (Rule 244.)

*14. Has a list been kept of all maps in the library ? (Rule 154.)

15. Is special care taken to see that the maps are in good order ?

16. Are Indian and Bihar Legislature Acts received annually kept in a bundle and bound annually ? (Rule 259.)

17. Have the Indian Law Reports and Half-yearly Civil Lists been dealt with as ordered in rules 271 and 272 ?

18. Have any steps been taken to get rid of useless and obsolete books from the library, where space is needed for other books ? (Rule 269.)

19. Are the lists of officers-in-charge prepared up to date and hung up ? (Rule 246.)

20. Are the registers of books received and issued kept properly ? (Rules 251 and 261.)

21. Does column 7 of the register of books received show the almirah and shelf number where each book is placed ? (Rule 251.)

*22. Are all books, etc., stamped as soon as they are received in the library ? (Rule 252.)

23. Is the library thoroughly inspected periodically and by whom ? (Rule 266.)

| Questions for the Inspection of Copying Department. | Observations by Inspecting Officers. |
|---|---|

(References are to the Records Manual 1960, when no other Manual is specified.)

## -OFFICE

## COPYING DEPARTMENT

[illegible]

1. When was the department last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Note 2, Preamble.)

2. In last three years how often have the Deputy Collector and the ministerial officer in charge of the Copying Department been changed? What are the names of the Deputy Collector and the ministerial officer in charge, and how long has each been in charge? (Note 2, Preamble.)

*3. Are applications for informations as well as for copies made in printed forms? (Rule 277.)

4. Has the Nazir a good supply of these forms? (Rule 276.)

5. Are the registers of applications for information and copies regularly maintained and are they up-to-date? (Rule 278.)

6. (1) Are applications numbered consecutively as they are registered in Registers C and D? (2) Are they filed consecutively in monthly files without fly-leaf? (Rule 280.)

Are they destroyed when three months old after inspection by the Deputy Collector in charge?

7. After examining some of the entries in the registers of applications for information and for copies, do you find any cases of undue delay? Mention the two cases of the longest delay, and are reasons given and whether you are satisfied with those reasons? (Rule 280.)

8. How many applications for unstamped papers and documents, and how many for stamped copies are now pending for disposal? (Rule 280.)

9. How many copyists or typists are employed? What is the average monthly earning of each for the past six months? Are any outsiders allowed to do any copying? If so, why? (Rules 323 and 325.)

10. Does the officer in charge of the Copying Department keep a list of all copyists and typists employed under the District Officer showing the total remuneration drawn by each man month by month whether in revenue, criminal or civil work? (Rule 325.)

11. Are copies and information slips distributed to the public in the presence of the Deputy Collector in charge of the record-room? (Rule 282.)

*12. Is the procedure prescribed in rules 286—290 correctly followed?

Are the copyists or comparers allowed to have any dealings with the public otherwise than in the presence of the Deputy Collector in charge?

Correction slip.

| Number | Date. | | 3 | 4 |
|---|---|---|---|---|
| 1 | 14.66 | 72. | | |
| 2 | " | 72. | | |
| 3 | " | 72 | | |
| 4. | " | 73 | | |
| 5 | " | 74 | | |
| 6 | " | 74 | | |
| 7 | " | 75 | | |
| 8 | " | 75 | | |
| 9 | " | 76 | | |
| 10. | " | 7[illegible] | | |
| 11 | " | 77 | | |
| 12. | " | 78 | | |
| 13 | " | 7[illegible] | | |
| 14. | " | 79 | | |
| 15. | " | 79 | | |
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